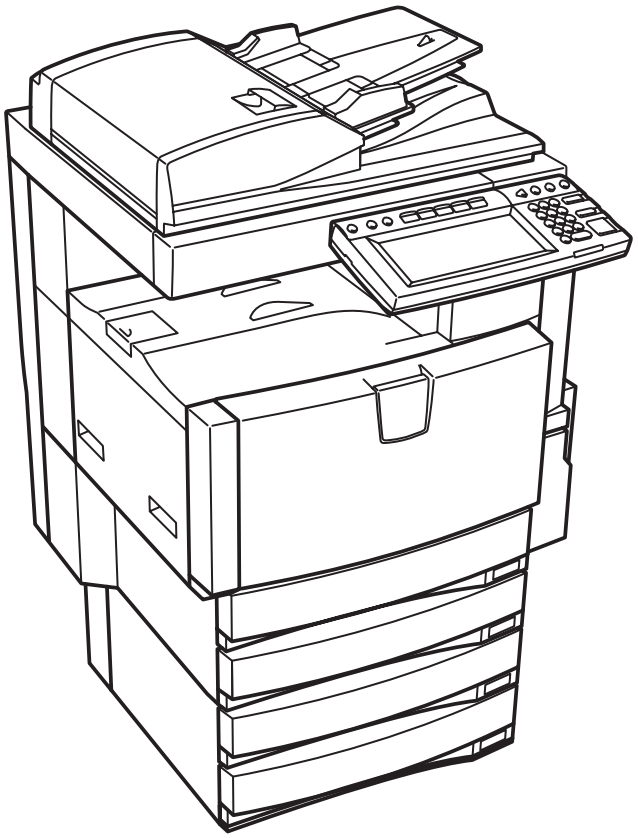
TOSHIBA

MULTIFUNCTIONAL DIGITAL COLOR SYSTEMS

Operator's Manual for Basic Functions

e-STUDIO2500c/3500c/3510c with GA-1210



EPA ENERGY STAR ® (MFD)

The United States Environmental Protection Agency (EPA) has introduced a voluntary program, the ENERGY STAR program, to encourage the widespread and voluntary use of energy-efficient technologies that enhance the workplace, improve product performance and prevent pollution. As an ENERGY STAR Partner, the TOSHIBA TEC CORPORATION has determined that this copier model meets the ENERGY STAR guidelines for energy efficiency.

ENERGY STAR guidelines for this class of copier require ENERGY STAR copiers to have a 'Sleep Mode' feature that automatically makes the copier enter the sleep mode after a period of inactivity. The copier must also automatically change to a 'Low Power Mode' (Automatic Energy Save) after a period of time since the last usage. Specifically, this copier complies with the following requirements.

◇ **e-STUDIO2500c/3500c/3510c**

'Automatic Energy Save'-

The copier consumes less than 184 W (e-STUDIO2500c/3500c)/223 W (e-STUDIO3510c) during Energy Save.

'Automatic Energy Save' Default Time-

The default time for the 'Automatic Energy Save' is 15 minutes.

'Sleep Mode'

The copier consumes less than 80 W (e-STUDIO2500c/3500c)/95 W (e-STUDIO3510c) in the 'Sleep Mode'.

'Sleep Mode' Default Time-

The default time for the 'Sleep Mode' is 60 minutes.

Note1- The default setting for the 'Sleep Mode' and 'Automatic Energy Save' can be changed. See the User Functions Guide to change the default settings noted above.

Note2- If the Fax or printer data is received in the sleep mode, the copier starts warming itself up and prints out the data when it becomes ready. Also, when the start button or the energy saver button on the control panel is pressed, the copier starts warming itself up.

In accordance with EPA ENERGY STAR program guidelines, Toshiba recommends the following recycled paper.
Great White MultiUse 20 paper
If you have any questions regarding the use of recycled paper or some recommended types of recycled paper, please contact your authorized Toshiba dealer.

ENERGY STAR is a U.S. registered mark.

Notice to Users

USE OF RECYCLED PAPER IN THE COPIER
As with all copiers and reproduction devices, the use of the appropriate paper ensures the best image quality of the copies and the machine's performance and reliability.
Because of the extreme variances in composition and quality of paper from various manufacturers, consumers should ensure the recycled paper they use is suitable for the copier. In accordance with the EPA Energy Star Program guidelines, TOSHIBA recommends the following recycled paper for use in the copier-

Great White MultiUse 20 paper

If you have any questions regarding the use of recycled paper in your copier, contact your authorized service technician.

FCC NOTICE
This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

WARNING
Changes or modification made to this equipment, not expressly approved by TOSHIBA TEC or parties authorized by TOSHIBA TEC, could void the user's authority to operate the equipment.

This Class A digital apparatus complies with Canadian ICES-003.
Cet appareil numérique de la classe A est conforme à la norme NMB-003 du Canada.

User Safety
This TOSHIBA multifunctional digital color systems does not produce laser radiation hazardous to the user. It is certified as a Class 1 laser product under the U.S Department of Health and Human Services (DHHS) Radiation Performance Standard according to the Radiation Control Health and Safety Act of 1968.

Protective housing and external covers completely confine the laser beam light emitted inside the multifunctional digital color systems. The laser beam cannot escape from the machine during any phase of user operation.

Regulations implemented on August 2, 1976 by the Bureau of Radiological Health (BRH) of the U.S Food and Drug Administration apply to laser products manufactured from August 1,1976. Laser products marketed in the United States must comply with these regulations.

CAUTION
Using controls or adjustments or performing procedures, other than those specified herein may result in hazardous radiation exposure.

The unit is classified as Class 1 Laser Product according to IEC 60825-1:1993/EN 60825-1.1994 including amendments.
The unit uses laser diode of output 25 mW, wave length 790 nm, continuous pulse.

Regulatory Information
Toshiba is dedicated to preserving the environment by sponsoring Call2Recycle, a program of the Rechargeable Battery Recycling Corporation. For more information and for drop-off locations, visit www.rbrc.org or call 1-800-822-8837.

Notice regarding CR coin cell batteries, applicable to California, U.S.A. only: Perchlorate Material - special handling may apply.
See http://www.dtsc.ca.gov/hazardouswaste/perchlorate/

Hg

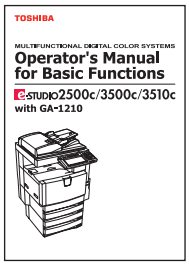
- The high efficiency LCD backlights used in this product contains 5mg or less of Mercury, the disposal of which may be regulated due to environmental considerations. For disposal or recycling information, please contact your local authorities or the Electronic Industries Alliance (www.eiae.org).

Lineup of Our Manuals

Thank you for purchasing the Toshiba multifunctional digital color systems e-STUDIO2500c/3500c/3510c with GA-1210 controller.
We have provided you with these manuals for the operation of this equipment. Select and read the manual best suited to your needs.
All manuals shown below are provided by the User Documentation CD-ROM in PDF files:

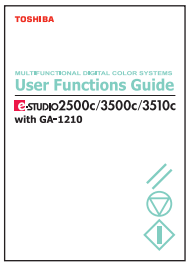
Quick Start Guide

This Quick Start Guide describes the initial setup method of this equipment and accessories of this product such as operator's manuals and CD-ROMs.



Operator's Manual for Basic Functions

This Operator's Manual Basic Functions describes how to use the basic functions of this equipment mainly focusing on the copying function. Also this manual contains safety precautions for users to be observed. Be sure to read it first carefully.

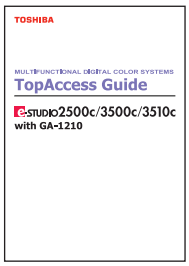


User Functions Guide

This User Functions Guide describes the functions and settings under the [USER FUNCTIONS] button on the control panel of this equipment.

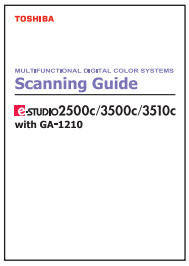
Color Guide

This Color Guide simply explains the functions such as "copy density adjustment", "color adjustment", "copy editing", "image editing" and "image processing" in color. This guide also includes the basic knowledge of color.



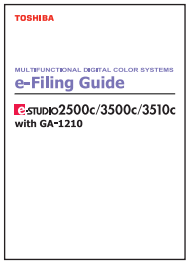
TopAccess Guide

This TopAccess Guide explains how to operate and set up the network functions such as the network scanning function and job management, using the TopAccess (Web-based utility) from client computers.



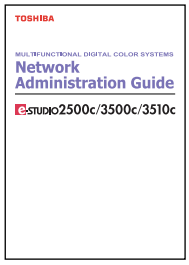
Scanning Guide

This Scanning Guide explains how to operate the scanning function of this equipment.



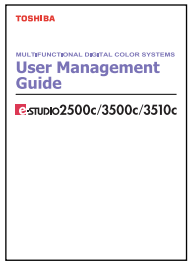
e-Filing Guide

This e-Filing Guide explains how to operate the e-Filing function using the TWAIN driver, File Downloader and e-Filing web utility.



Network Administration Guide

This Network Administration Guide explains the guidelines for setting up network servers to provide various network services, and troubleshooting for network administrators.



User Management Guide

This User Management Guide describes how to manage this equipment using the functions of “Department Management”, “User Management Setting” and “User Authentication for Scan to E-mail”.

To read manuals in PDF (Portable Document Format) files

Viewing and printing this operator’s manual in PDF files require that you install Adobe Reader or Adobe Acrobat Reader on your PC. If Adobe Reader or Adobe Acrobat Reader is not installed on your PC, download and install it from the website of Adobe Systems Incorporated.

Before Reading This Manual

This operator's manual describes the following:
- How to use this equipment
- How to inspect and carry out maintenance on this equipment
- How to remedy mechanical and copying problems

Precautions in this manual

To ensure correct and safe use of this equipment, this operator's manual describes safety precautions according to the three levels shown below.
You should fully understand the meaning and importance of these items before reading this manual.

Warning	Indicates a potentially hazardous situation which, if not avoided, could result in death, serious injury, or serious damage, or fire in the equipment or surrounding assets.
Caution	Indicates a potentially hazardous situation which, if not avoided, may result in minor or moderate injury, partial damage of the equipment or surrounding assets, or loss of data.
Note	Indicates information to which you should pay attention when operating the equipment.

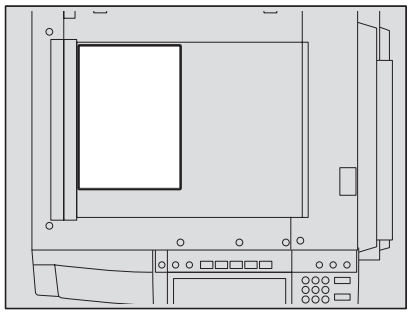
Other than the above, this manual also describes information that may be useful for the operation of this equipment with the following signage:

Tip	Describes handy information that is useful to know when operating the equipment.
	Pages describing items related to what you are currently doing. See these pages as required.

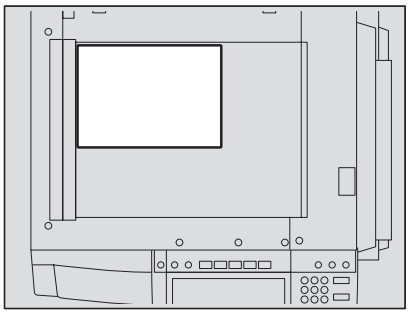
Description of original/paper direction

Paper or originals of LT size can be placed either in a portrait direction or in a landscape direction. In this manual, “-R” is added to this paper size when this size of paper or original is placed in a landscape direction.

e.g.) LT size original on the original glass



Placed in a portrait direction: LT



Placed in a landscape direction: LT-R

Paper or originals of LD or LG size can only be placed in a landscape direction, therefore “-R” is not added to these sizes.

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- Adobe, Acrobat, Adobe Reader and Adobe Acrobat Reader are the trademarks of Adobe Systems Incorporated.
- Other company or product names shown in this manual may be a brand name or a trademark of each company.

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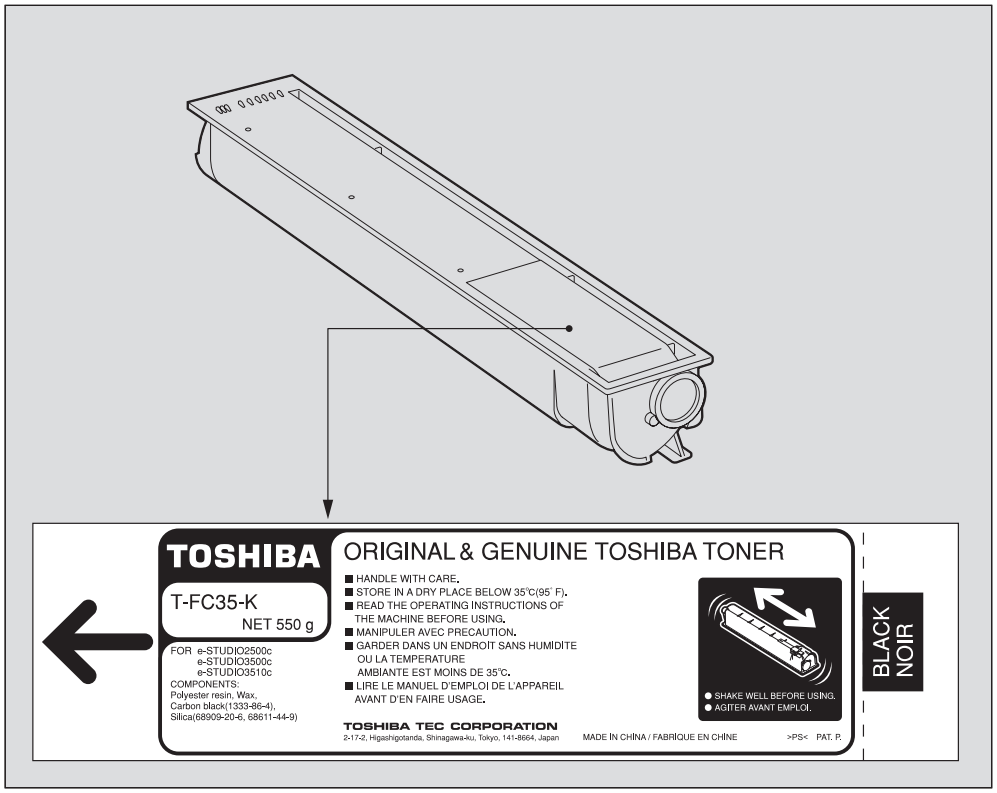
e-STUDIO2500c/3500c/3510c Toner Cartridges.
It is recommended that genuine Toshiba supplies and parts be used to obtain optimum results.


TOSHIBA
T-FC35-K
NET 550 g
FOR e-STUDIO2500c
e-STUDIO3500c
e-STUDIO3510c
COMPONENTS:
Polyester resin, Wax,
Carbon black(1333-86-4),
Silica(68909-20-6, 68611-44-9)
ORIGINAL & GENUINE TOSHIBA TONER
■ HANDLE WITH CARE.
■ STORE IN A DRY PLACE BELOW 35°C(95° F).
■ READ THE OPERATING INSTRUCTIONS OF THE MACHINE BEFORE USING.
■ MANIPULER AVEC PRECAUTION.
■ GARDER DANS UN ENDROIT SANS HUMIDITE OU LA TEMPERATURE AMBIANTE EST MOINS DE 35°C.
■ LIRE LE MANUEL D'EMPLOI DE L'APPAREIL AVANT D'EN FAIRE USAGE.
● SHAKE WELL BEFORE USING.
● AGITER AVANT EMPLOI.
BLACK
NOIR
TOSHIBA TEC CORPORATION
2-17-2, Higashigotanda, Shinagawa-ku, Tokyo, 141-8664, Japan
MADE IN CHINA / FABRIQUE EN CHINE
>PS< PAT. P.

Supplies / Parts

- **Dependability**
  Genuine Toshiba supplies are subjected to the strictest of inspections so that every supply you receive will perform at optimal levels.
- **High Productivity**
  Genuine Toshiba supplies are created to meet the demands of our competitive world and provide highspeed reliable copies when you need them.
- **Stable Image Quality**
  Genuine Toshiba supplies are designed to provide consistently stable image output.
- **Copier Friendly Supplies**
  Genuine Toshiba supplies are designed to help to keep the copier and all its parts in trouble-free working order.
  Reduction of machine wear is due to Toshiba's intimate knowledge of the copier's characteristics ensuring the highest standard of care.
- **Perfectly Suited Supplies**
  From the beginning Toshiba supplies and machines were made for each other. Whenever Toshiba designs a new machine, it also designs a new toner that is made just for that machine. By using genuine Toshiba supplies with Toshiba copiers, you are guaranteed optimum performance.

Toner

- **Optimum Image Quality**
  Toshiba toner is manufactured using ultra-fine quality materials under precisely controlled conditions to ensure that your Toshiba copiers will continually generate sharp high-quality images.
- **Cost Advantage**
  Genuine Toshiba toner provides value. Only the proper amount of toner is used during the reproduction process, thereby enabling the machine to continue to operate until all the toner has been used. In this way you get the full value from each cartridge used.
- **Environmental Harmony**
  Genuine Toshiba toner is manufactured with the environment in mind. To protect our planet for the benefit of future generations, we use embossed or plastic labels making our toner cartridges fully recyclable. In addition, dust and ozone levels have been reduced to improve the working environment.
- **User Friendly**
  Before approving our toners for sale, we test them to be sure that they pass the strictest of health standards. This takes all the worry out of handling the toner.

General

- **Service and Support Benefits**
  Toshiba's Service technicians are certified to keep your copier performing at optimum levels.To ensure continuous image quality, utilize an authorized Toshiba Service provider to care for and perform periodical maintenance on your copier.

Features of the e-STUDIO2500c/3500c/3510c

The e-STUDIO2500c/3500c/3510c is a Multifunctional Digital Color System with high speed and high image quality. The e-STUDIO2500c/3500c/3510c is equipped with the network function such as the printing and scanning one for comprehensive use to meet the needs of your office. The e-STUDIO2500c/3500c/3510c also provides superior cost performance for black-and-white copying and high color reproduction and fine color adjustment for color copying so that you can make copies as expected.
The e-STUDIO2500c/3500c/3510c offers the following convenient features, functions and options.

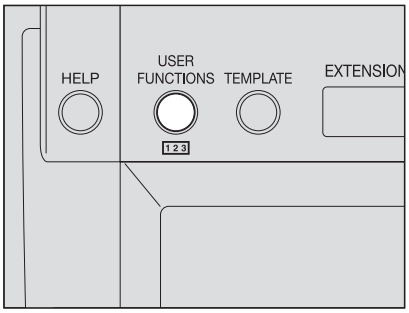
- The copying speed is as follows.
  - e-STUDIO2500c
    color[*1]: 25 copies per minute, Black-and-white: 35 copies per minute
  - e-STUDIO3500c
    color[*1]: 35 copies per minute, Black-and-white: 35 copies per minute
  - e-STUDIO3510c
    color[*1]: 35 copies per minute, Black-and-white: 45 copies per minute
    (when 1-sided LT landscape continuous copying is performed in the non-sort mode without the Reversing Automatic Document Feeder being used)
- Warm-up time has been drastically shortened to approximately 99 seconds [*2].
- An all-in-one controller, as standard equipment, is installed to perform the effective network functions.
- A 1/2 VGA wide panel improves operability and efficiency, and makes the viewing easier.
- A universal design is adopted for the control panel whose angle can be changed.
- Frequently used document styles can be stored in e-Filing in this equipment. You can easily print the file in a specified style by recalling the saved style using the touch panel, or reorder pages in the file as desired using TopAccess. Namely, one file saved in the e-Filing can be repeatedly utilized and thus your workload is reduced.
- Received Fax documents can be stored in e-Filing without printing them.
- Scanned originals can be sent via Fax (optional) and E-mail simultaneously.
- Electronic sorting improves both color and black-and-white copying productivity.
- Comes with rich editing functions such as trimming, masking and mirror.
- Supporting High-compression PDF makes data handling smoother.
- Loading the page memory and hard disk as standard equipment enables 2in1 / 4in1, Electronic sorting and magazine sorting, etc.
- A fixing system that uses less oil reduces the amount adhering to the paper.
- By simply replacing the cartridge, you can add toner without dirtying your hands.
- A wide variety of media from thick paper (up to 140 lb. Index), sticker labels, overhead transparencies, waterproof paper, etc. is acceptable.
- The image quality technology offers successive stable copy images.
- Installing an optional finisher offers quick automatic sorting, stapling and hole punching (optional) of copies.
- Installing a finisher with an optional saddle stitching function attached allows you to select the saddle stitching mode which will automatically staple the center of the documents just like a book.
- Two energy-saving features are available: 1. ENERGY SAVER MODE: Unnecessary electricity at READY status is cut off, 2. SLEEP MODE: The minimum power consumption is kept if the equipment is not used for a specified period.
- Improved security-related features[*3] ensure users of a safe and pleasant working environment.

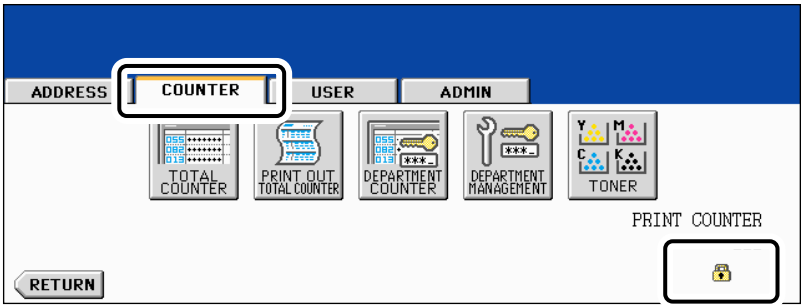
*1 Copying speed of “Full color”, “Auto color”, “Twin color” and “Mono color”
*2 This is the value when the room temperature is 20 °C (68 °F) or more at rated power input with no options installed.
*3 An icon appears on the touch panel when the Data Encryption Function is enabled on this equipment.

< How to check active status of Data Encryption Function >

Press the [USER FUNCTIONS] button on the control panel, and then click the [COUNTER] tab on the touch panel. This icon appears at the left bottom of the touch panel if the Data Encryption Function is enabled.

Contact your service technician for the use of the Data Encryption Function.





General Precautions

When installing or moving

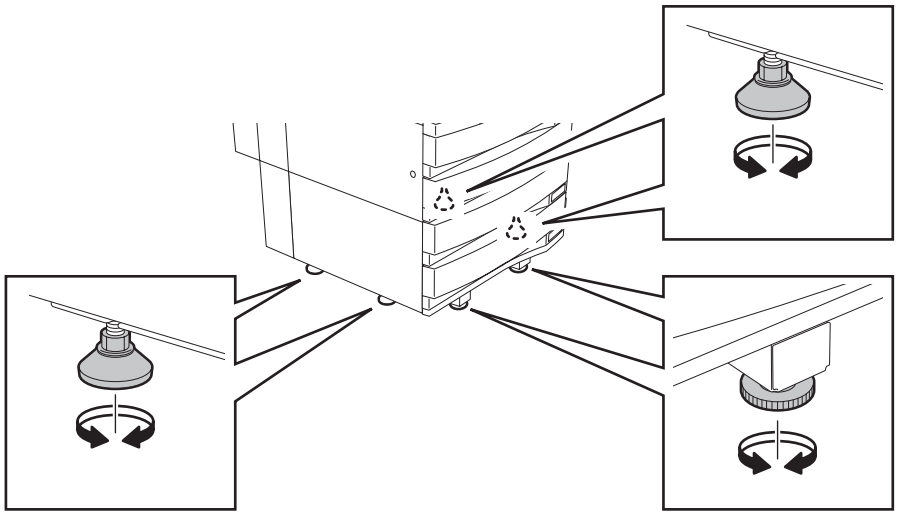
Warning

- This Multifunctional Digital Color Systems requires 115 V, 12 A, 50/60 Hz electric power. Do not use a power supply with a voltage other than that specified.
  Avoid multiple connections in the same outlet. This could cause a fire or give you an electric shock. If you are considering increasing the number of outlets, contact an electrician.
- Always connect this Multifunctional Digital Color Systems to an outlet with a ground connection to avoid the danger of fire or electric shock in case of short-circuiting. Contact your service representative for the details. Be sure to use a 3-conductor, grounded wall outlet.
  In areas, except U.S. and Canada, where a 2-pin plug is used, the Multifunctional Digital Color Systems must be grounded for safety. Never ground it to a gas pipe, a water pipe, or any other object not suitable for grounding.
- Plug the power cord securely into the outlet. If it is not plugged in properly, it could heat up and cause a fire or give you an electric shock.
- Do not damage, break or attempt to repair the power cord.
  The following things should not be done to the power cord.
  - Twisting it
  - Bending it
  - Pulling it
  - Placing anything on it
  - Making it hot
  - Situating it near radiators or other heat sources

  This could cause a fire or give you an electric shock. If the power cord is damaged, contact your service representative.
- Do not install the equipment by yourself or try to move it once it has been installed. This could result in an injury or damage to the device. Contact your service representative if the equipment needs to be installed or moved.
- The socket outlet shall be near the equipment and be easily accessible.
- Pull out the plug from the outlet more than once a year to clean around the prongs. Accumulating dust and dirt could cause a fire due to the heat released by electric leakage.

Caution

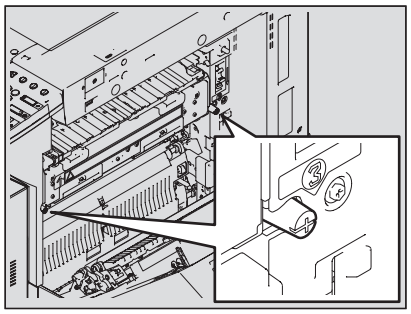
- When removing the plug from the outlet, do not pull the power cord. Always hold the plug when removing it from the outlet. If the power cord is pulled, the wires may become broken and this could cause a fire or give you an electric shock.
- Make sure that the ventilation holes are not blocked up.
  If the temperature within the Multifunctional Digital Color Systems becomes too high, a fire could result.
- The Paper Feed Pedestal (optional) has 4 antiskid devices and 2 fall-preventing stoppers under its bottom. When moving this equipment, turn them in the direction of arrows (see figures below) and raise them to unfix the equipment. After it has been moved, be sure to turn them in the opposite direction and lower them to fix it.



Warning

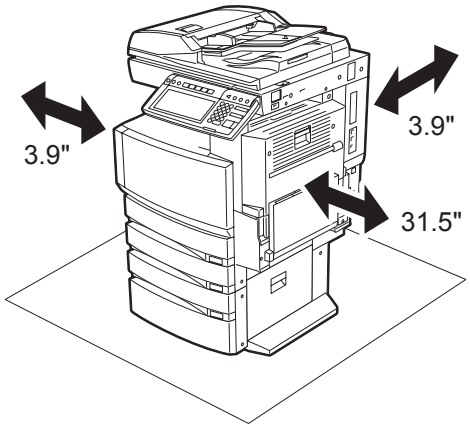
- Do not install the equipment by yourself or try to move it once it has been installed. This could result in an injury or damage to the device. Contact your service representative if the equipment needs to be installed or moved.

- Do not remove these screws. The fuser unit could fall over and injure someone.



Other points

- Make sure that there is enough space around the system to facilitate changing of parts, maintenance and clearing paper jam.
  If there is insufficient space, some operations, such as bypass feeding, will become difficult and the Multifunctional Digital Color Systems could even break down.
  To insure optimal operation, allow clearances of at least 31.5" on the right, and 3.9" on the left and behind.



- Be sure to fix the power cable securely so that no one trips over it.
- Adverse environmental conditions may affect the safe operation and performance of the Multifunctional Digital Color Systems, and the Multifunctional Digital Color Systems could break down.
  - Avoid locations near windows or with exposure to direct sunlight.
  - Avoid locations with drastic temperature fluctuations.
  - Avoid too much dust.
  - Avoid location that suffer from vibration.
- Make sure that the air is able to flow freely and that there is sufficient ventilation.
  With inadequate ventilation, the unpleasant odor released by ozone will begin to dominate the atmosphere.

When using the Multifunctional Digital Color Systems

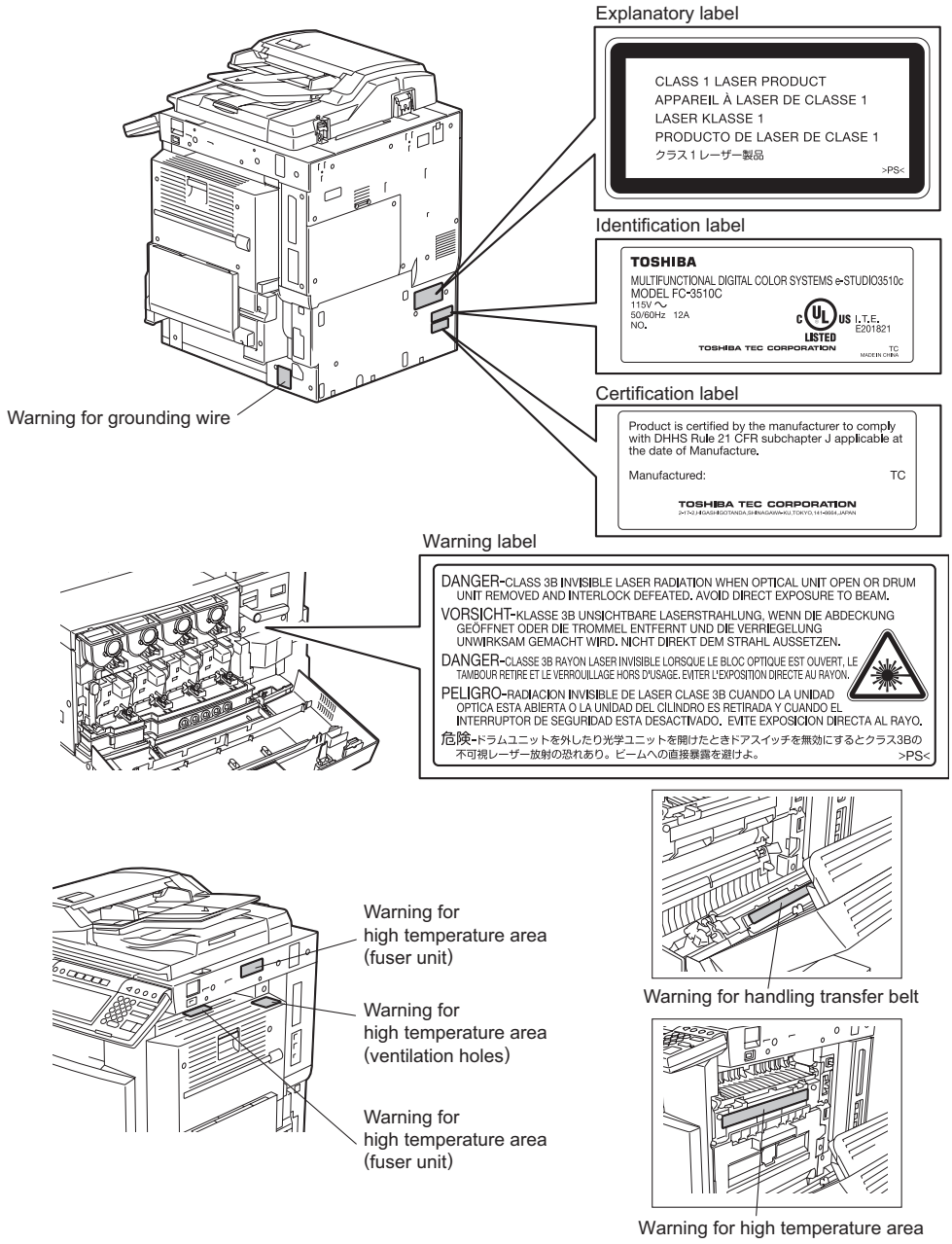
Warning

- Do not take off the cover of the equipment; otherwise you could be injured or get an electric shock.
- Do not remove or connect the plug with wet hands, as this could give you an electric shock.
- Do not place any container with liquid (flower vases, coffee cups, etc.) on or near the equipment. This could cause a fire or give you an electric shock.
- Keep paper clips and staples away from the air vent. If not, a fire could result or you could get an electric shock.
- If the Multifunctional Digital Color Systems becomes excessively hot, smoke comes out of it or there is an odd smell or noise, proceed as follows.
  Turn the main switch OFF and remove the plug from the outlet, then contact your service representative.
- If the Multifunctional Digital Color Systems will not be used for more than one month, remove the plug from the outlet for safety purposes during that time.
  If an insulation failure occurs, this could cause a fire or give you an electric shock.

Caution

- Do not place heavy objects (9 lb. or more) on the original glass and do not press on it with force.
  Breaking the glass could cause personal injury.
- Do not place heavy objects (9 lb. or more) on the Multifunctional Digital Color Systems. If the objects fall off, this could cause injury.
- Do not touch the fuser unit or the metal area around it. Since they are very hot, you could be burned or the shock could cause you to get your hand injured in the machine.
- When changing the angle of the control panel, be careful not to catch your hands in the gap between the equipment and the control panel. This could cause personal injury.
- Be careful not to let your fingers be caught when closing the drawer. This could injure you.
- Be careful not to let your fingers be caught between the equipment and the automatic duplexing unit. This could injure you.
- Do not place 6.6 lb. or more of objects on an optional work table. Breaking the work table could cause personal injury.
- Do not touch the metal portion of the guide plate in the automatic duplexing unit as it could burn you.
- Do not touch the hinge (= a connecting part) on the rear side of the Reversing Automatic Document Feeder (optional). This could catch and injure your fingers when you open or close the Reversing Automatic Document Feeder (optional).
- Always keep hands and fingers clear of FINISHER TRAY HINGE, as the tray could move unexpectedly. Failure to do so could result in injury to your hand and/or fingers.

Position of Certification label, etc.


Explanatory label
CLASS 1 LASER PRODUCT
APPAREIL À LASER DE CLASSE 1
LASER KLASSE 1
PRODUCTO DE LASER DE CLASE 1
クラス 1 レーザー製品
>PS<
Identification label
TOSHIBA
MULTIFUNCTIONAL DIGITAL COLOR SYSTEMS e-STUDIO3510c
MODEL FC-3510C
115V ～
50/60Hz 12A
NO.
C UL US I.T.E.
LISTED
E201821
TOSHIBA TEC CORPORATION
TC
MADE IN CHINA
Certification label
Product is certified by the manufacturer to comply with DHHS Rule 21 CFR subchapter J applicable at the date of Manufacture.
Manufactured: TC
TOSHIBA TEC CORPORATION
Warning for grounding wire
Warning label
DANGER-CLASS 3B INVISIBLE LASER RADIATION WHEN OPTICAL UNIT OPEN OR DRUM UNIT REMOVED AND INTERLOCK DEFEATED. AVOID DIRECT EXPOSURE TO BEAM.
VORSICHT-KLASSE 3B UNSICHTBARE LASERSTRAHLUNG, WENN DIE ABDECKUNG GEÖFFNET ODER DIE TROMMEL ENTFERNT UND DIE VERRIEGELUNG UNWIRKSAM GEMACHT WIRD. NICHT DIREKT DEM STRAHL AUSSETZEN.
DANGER-CLASSE 3B RAYON LASER INVISIBLE LORSQUE LE BLOC OPTIQUE EST OUVERT, LE TAMBOUR RETIRE ET LE VERROUILLAGE HORS D'USAGE. EVITER L'EXPOSITION DIRECTE AU RAYON.
PELIGRO-RADIACION INVISIBLE DE LASER CLASE 3B CUANDO LA UNIDAD OPTICA ESTA ABIERTA O LA UNIDAD DEL CILINDRO ES RETIRADA Y CUANDO EL INTERRUPTOR DE SEGURIDAD ESTA DESACTIVADO. EVITE EXPOSICION DIRECTA AL RAYO.
危険-ドラムユニットを外したり光学ユニットを開けたときドアスイッチを無効にするとクラス3Bの不可視レーザー放射の恐れあり。ビームへの直接暴露を避けよ。
>PS<
Warning for high temperature area (fuser unit)
Warning for high temperature area (ventilation holes)
Warning for high temperature area (fuser unit)
Warning for handling transfer belt
Warning for high temperature area

Other points

- Be very careful to treat the touch panel gently and never hit it. Breaking the surface could cause malfunctions.
- Do not turn the power OFF with jammed paper left inside the Multifunctional Digital Color Systems.
  This could cause malfunctions when the main switch is turned ON next time.
  To turn the power OFF, see 🕮 P.47 “Turning power off (Shutdown)”.
- Be sure to turn the power OFF when leaving the office or if there is a power outage. However, Do not turn the power OFF if the weekly timer is in use.
  To turn the power OFF, see 🕮 P.47 “Turning power off (Shutdown)”.
- Be careful because the paper exit area and paper just after exiting are hot.
- Do not place anything other than paper on the receiving tray. This could disturb a normal operation and cause malfunctions.
- Do not touch the photoconductive drum surface or the transfer charger. This could cause image problems.

During maintenance or inspection

Warning

- Never attempt to repair, disassemble or modify the Multifunctional Digital Color Systems by yourself. You could cause a fire or get an electric shock.
  Always contact your Service representative for maintenance or repair of the internal parts of the Multifunctional Digital Color Systems.
- Do not let liquids such as water and oil get into the system when cleaning the floor. This could cause a fire and give you an electric shock.

Caution

- Always keep the plug and outlet clean. Prevent them from accumulating dust and dirt. This could cause a fire and give you an electric shock due to the heat released by electric leakage.
- Do not touch the stapling area. The actual needle point could cause you personal injury.
  Saddle Stitch Finisher (optional) 🕮 P.347
  Finisher (optional) 🕮 P.342

Other points

- Do not use such solvents as thinner or alcohol when cleaning the surface of the Multifunctional Digital Color Systems.
  - This could warp the shape of the surface or leave it discolored.
  - When using a chemical cleaning pad to clean it, pay attention to any cautionary points.

When handling supplies

Caution

- Never attempt to incinerate toner cartridges and toner bags. Dispose of used toner cartridges and toner bags in accordance with local regulations.
  (🕮 P.296 “Replace Toner Cartridge Symbol”, 🕮 P.303 “Replace Toner Bag Symbol”)

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   (b) any special, incidental, consequential or indirect loss or damage, costs, expenses, financial loss or claims for consequential compensation;

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Forgery Prevention Function/Storage of Color Copies

Forgery prevention function

This copier has a forgery prevention function. Please ensure that your digital full-color copier is not used for making copies of prohibited items.

Storage of color copies

- The copies should be kept in a place which is not exposed to light to prevent fading when they are stored for a long time.
- If copies are kept pressed between plastics made of chloroethylene for a long time, the toner may melt and stick to the plastic due to high pressure and high temperature. Keep them in polyethylene binders.
- When a color copy is folded, the toner at the fold can become separated.
- The toner on the copies may melt if it touches solvent. If the ink on the copies has not completely dried, the toner may also melt. Keep copies away from solvent.
- When copies are kept near an extremely high temperature such as a heater, the toner may melt. Keep them at room temperature and do not allow this to vary very much.

1

BEFORE USING EQUIPMENT

This chapter describes what you need to know before using this equipment, such as how to turn the power ON or how to set copy paper.

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- Front / Right side 28
- Configuration of options 32
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- Turning power off (Shutdown) 47

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- Setting copy paper (size change) 53
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- Drawer for special uses 59
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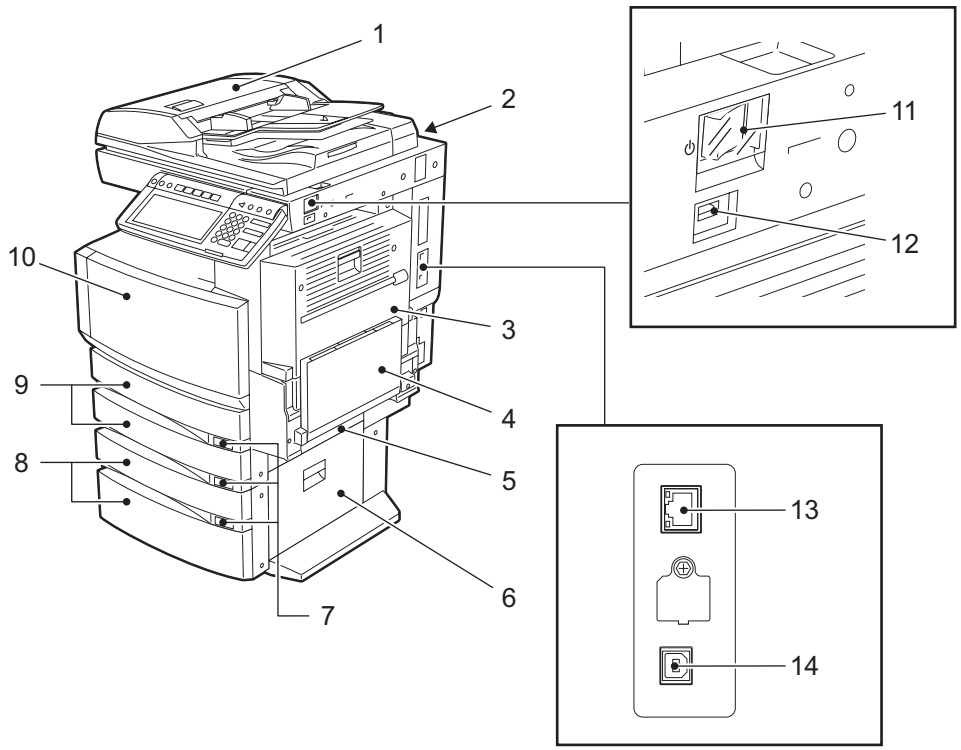
Description of Each Component

Front / Right side



1. **Reversing Automatic Document Feeder (Optional, MR-3018)**
   A stack of originals placed on this are scanned one sheet by one. Both sides of original can be scanned. Maximum 100 sheets (20 lb. Bond), 80 sheets (28 lb. Bond) (or stack height 0.62") of originals can be placed in one go.
   (The maximum number of sheets may vary depending on the media type of the originals.)
   P.68 “Using the Reversing Automatic Document Feeder (optional)”
   P.305 “Misfeed in the Reversing Automatic Document Feeder (optional)”

2. **Operator’s Manual pocket (Back side)**
   Keep the Operator’s Manual in this.

3. **Automatic duplexing unit**
   This is a unit to make copies on both sides of paper. Open it when paper jams occur.
   P.311 “Misfeed in the automatic duplexing unit”

4. **Bypass tray**
   Use this to make copies on special media types such as overhead transparencies, water-proof paper.
   P.81 “Bypass copying”
   P.310 “Misfeed on the bypass tray”

5. **Paper feed cover**
   Open this cover when releasing a paper misfeed in the drawer feeding area.
   P.308 “Misfeed in drawer feeding area”

6. **Paper feed cover (optional)**
   Open this cover when releasing a paper misfeed in the Paper Feed Pedestal (optional) or Large Capacity Feeder (optional).
   📖 P.309 “Misfeed in the Large Capacity Feeder (optional)”
   📖 P.310 “Misfeed in the Paper Feed Pedestal (optional)”

7. **Paper size indicator**

8. **Paper Feed Pedestal (optional, KD-1018) and Additional Drawer Module (optional, MY-1031) or Large Capacity Feeder (optional, KD-1019)**

9. **Drawers**
   Maximum 550 sheets (20 lb. Bond), 500 sheets (28 lb. Bond) of plain paper can be placed in one go.

10. **Front cover**
    Open this cover when you replace the toner cartridge and clean the charger.
    📖 P.296 “Replace Toner Cartridge Symbol”
    📖 P.303 “Replace Toner Bag Symbol”
    📖 P.332 ““Time for Slit glass and Main charger cleaning””

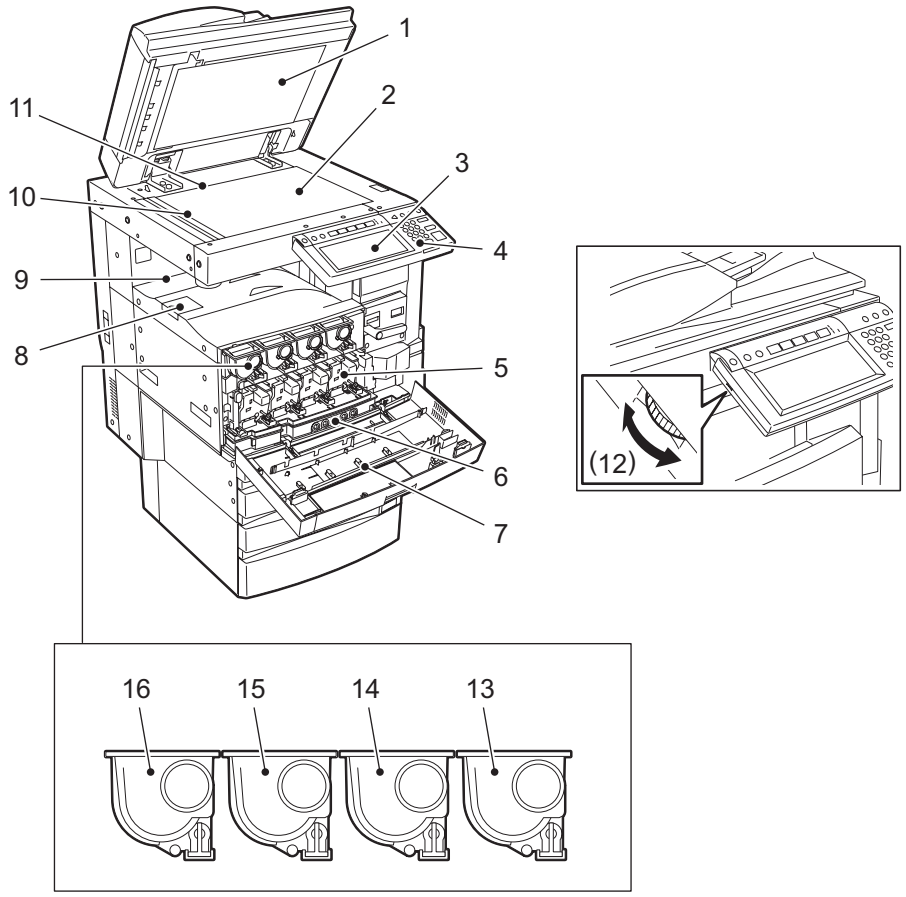
11. **Power switch**
    Turn the power of the equipment ON or OFF with this.
    📖 P.42 “Turning power on”

12. **Connector for USB storage device**
    Use this connector when retrieving scanned data into the USB device.
    See the Scan Guide for details.

13. **Controller interface connector**
    Use this connector when connecting this equipment with the GA-1210.

14. **USB terminal (4-pin)**
    With this terminal, the equipment can be connected to your PC using a commercially available USB cable.

Left side / Inner side



1. **Platen sheet**
   📖 P.368 “Daily Inspection”

2. **Original glass**
   Use this to copy three-dimensional originals, book-type originals and special paper such as overhead transparencies or tracing paper, as well as plain paper.
   📖 P.64 “Setting Originals”

3. **Touch panel**
   Use this to set copying density, color adjustment, finishing mode and various types of other functions.
   📖 P.38 “Touch panel”

4. **Control panel**
   Use this to make copies, enter the number of copy sets, and perform and set various types of other functions.
   📖 P.34 “Control panel”

5. **Charger cleaner**
   📖 P.332 ""Time for Slit glass and Main charger cleaning""

6. **Toner bag**
   📖 P.303 "Replace Toner Bag Symbol"

7. **Slit glass cleaner**
   Use this if the copied or printed paper is stained.
   📖 P.332 ""Time for Slit glass and Main charger cleaning""

8. **Paper exit stopper**
   Use this to prevent the exiting paper from falling. Open this when you make a large amount of copies on a larger size of paper (e.g. LD, LG).

9. **Receiving tray**
   Printed paper exits into this tray. The loading capacity is approx. 550 sheets (28 lb. Bond). (This may vary depending on the degree of paper curling.)

10. **Scanning area**
    The data of originals transported from the Reversing Automatic Document Feeder (optional, MR-3018) are scanned here.
    📖 P.368 "Daily Inspection"

11. **Original scale**
    Use this to check the size of an original placed on the original glass.

12. **Touch panel contrast adjustment dial**
    Use this when it is difficult to see the display on the touch panel.

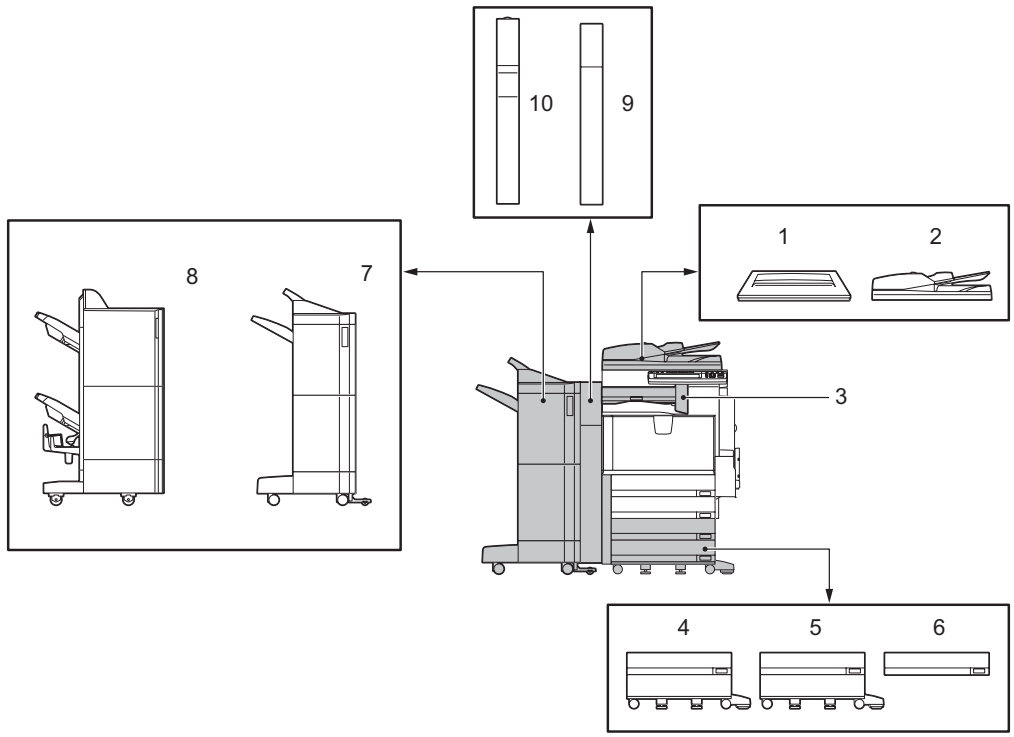
13. **Black toner cartridge**

14. **Cyan toner cartridge**

15. **Magenta toner cartridge**

16. **Yellow toner cartridge**
    📖 P.296 "Replace Toner Cartridge Symbol"

Configuration of options



1. **Original Cover (KA-3511PC)**
   Holds an original.

2. **Reversing Automatic Document Feeder (MR-3018)**
   Automatically feeds a placed stack of originals one by one to have them copied.

3. **Bridge Unit (KN-3500)**
   Acts as a relay for the finisher and this equipment.

4. **Large Capacity Feeder (KD-1019)**
   This feeder enables you to feed up to 2500 sheets (20 lb. Bond), 2000 sheets (28 lb. Bond) of LT paper.

5. **Paper Feed Pedestal (KD-1018)**
   Adds one drawer to the equipment. This also enables you to install the Additional Drawer Module (MY-1031) (optional).

6. **Additional Drawer Module (MY-1031)**
   This drawer is for adding to the Paper Feed Pedestal (KD-1018). Combined with the 2 drawers in the equipment, paper can be fed from 4 drawers in total.

7. **Finisher (MJ-1101)**
   This finisher enables sort/group finishing and stapling. The Hole Punch Unit (optional, MJ-6101) can be installed to this finisher. The Bridge Unit (optional, KN-3500) is required for the installation of this finisher.

8. **Saddle Stitch Finisher (MJ-1030)**
   This finisher enables saddle stitching, in addition to sort/group finishing and stapling. The Hole Punch Unit (optional, MJ-6004) can be installed to this finisher. The Bridge Unit (optional, KN-3500) is required for the installation of this finisher.

9. **Hole Punch Unit (MJ-6101)**
   This unit enables you to punch holes on printouts. It can be used by installing it on the Finisher (MJ-1101).

10. **Hole Punch Unit (MJ-6004)**
    This unit enables you to punch holes on printouts. It can be used by installing it on the Finisher (MJ-1030).

Other options available are as follows. Contact your service technician or Toshiba product distributors for details.

Work Table (KK-3511)
This is a small table for placing originals while the equipment is operated.
- Installed on the right-hand side of the equipment

FAX Unit (GD-1210)
This is a unit for using the equipment as a Fax.
- Installed inside of the equipment

2nd Line for Fax Unit (GD-1160)
This unit enables to add a line to the Fax to make it 2nd line.
- Installed inside of the equipment
- The Fax Unit (GD-1210) is necessary.

Desk (MH-1700)
This is a desk for the equipment.

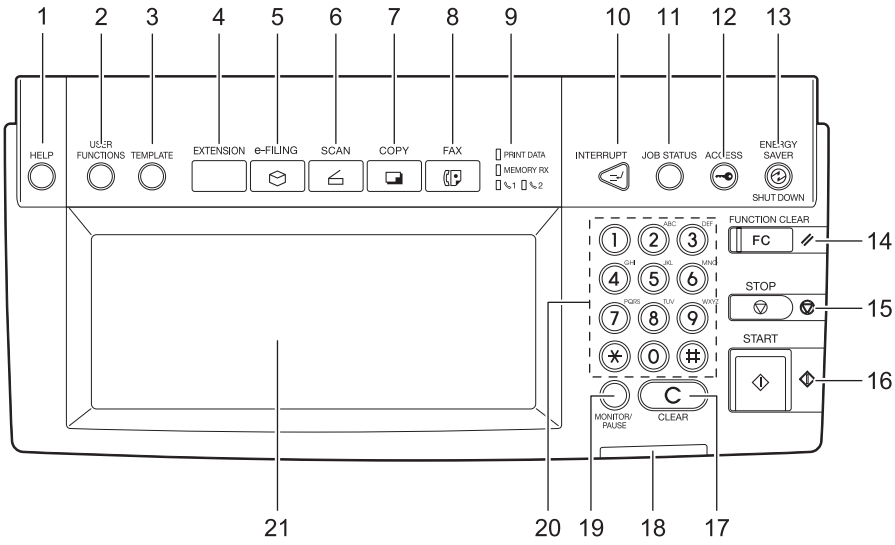
Data Overwrite Kit (GP-1060)
This is a kit to erase the data stored temporarily when copying, printing, scanning, Fax or internet Fax is performed. It overwrites temporarily stored data with random data.
- Installed inside of the equipment

512 MB Expansion Memory (GC-1250)
This is the main memory which is used for programs of the equipment and operations.
This memory enables the B4, A3 and FOLIO (LD, LG, 13" LG, COMP) size originals to be scanned with the slim PDF format.
- Installed inside of the equipment

256 MB Expansion Memory (GC-1260)
This is the page memory and is used for temporarily storing data during scanning or printing.
This memory enables scanning in the full color, auto color and image smoothing mode with 600 dpi.
- Installed inside of the equipment

Control panel

Use the buttons on the control panel for various operations and settings through the equipment.



1. **[HELP] button**
   Use this button to display the description of the functions and the buttons on the touch panel.

2. **[USER FUNCTIONS] button**
   Use this button for paper size or media type setting of drawers, and registration of the copy, scan and FAX settings (including a default setting change.) See the User Functions Guide for the functions enabled by this button.

3. **[TEMPLATE] button**
   Use this button to register and recall frequently used copy, scan, and Fax settings as a template.

4. **[EXTENSION] button**
   Use this button to use the GA-1210-specific functions.

5. **[e-FILING] button**
   Use this button to access saved image data.

6. **[SCAN] button**
   Use this button to use the scanning function.

7. **[COPY] button**
   Use this button to use the copier function.

8. **[FAX] button**
   Use this button to use the FAX / Internet FAX function.

9. **PRINT DATA / MEMORY RX / FAX communication lamps**
   These lamps show the status of FAX data reception and FAX communication. The equipment can be operated even while these lamps are lit.

10. **[INTERRUPT] button**
    Use this button to interrupt the copy job in process and perform another one. The interrupted job is resumed by your pressing this button again.

11. **[JOB STATUS] button**
    Use this button to confirm each job status, printing status, and FAX transmission/reception status of a print job, scan job and FAX job. (📖 P.266 “Job Status”)

12. **[ACCESS] button**
    Use this button when the department code or user information has been set. If this button is pressed after copying, the next user cannot use functions such as copying without keying in the department code or user information. See the User Functions Guide for the department and user management.

13. **[ENERGY SAVER / SHUTDOWN] button**
    Use this button when you want to shut down the equipment or when you want the equipment enter into the energy saving mode. When you press this button, the menu for the energy saving mode appears. Press the [SLEEP] button on this menu to enter into the energy saving mode and press the [SHUTDOWN] button to shut down the equipment.

14. **[FUNCTION CLEAR] button**
    When this button is pressed, all selected functions are cleared and returned to the default settings.

15. **[STOP] button**
    Use this button to stop any scanning and copying operations in progress.

16. **[START] button**
    Use this button to start copying, scanning and FAX operations.

17. **[CLEAR] button**
    Use this button to correct numbers keyed in, such as the copy quantity.

18. **ERROR lamp**
    This lamp lights when an error occurs and the equipment needs some actions to be taken.

19. **[MONITOR/PAUSE] button**
    Use this button only when a FAX Unit (optional) is installed. (See the Operator’s Manual for Facsimile Function for details.)

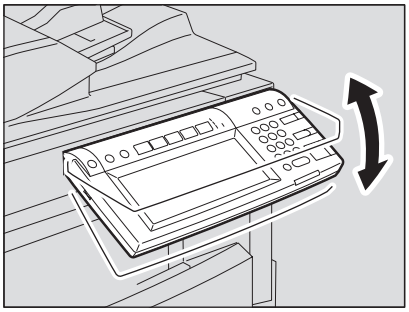
20. **Digital keys**
    Use these keys to enter any numbers such as the copy quantity.

21. **Touch panel**
    Use this panel for the various settings of each function of the copier, scanner and FAX. This panel also indicates the status of the equipment, such as when you run out of paper or there is a paper jam.

Adjustment of the angle of the control panel

When adjusting the angle of the control panel

The angle of the control panel is adjustable at any angle between 7 and 45 degrees from the horizontal position.



Caution

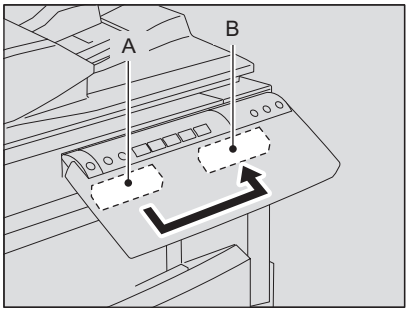
When changing the angle of the control panel, be careful not to catch your hands in the gap between the equipment and the control panel. This could injure you.

When fixing the angle of the control panel

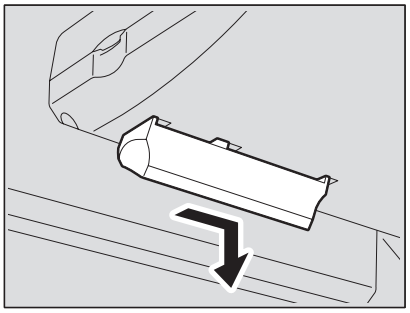
The angle of the control panel can be fixed by using the stopper on the backside of the control panel (at 7 degrees from the horizontal position). The stopper is located on A when the equipment is set up. Move it from the position A to B before fixing it.

A: The position where the angle is adjustable.

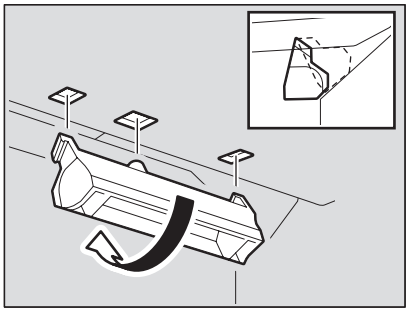
B: The position where the angle is fixed.



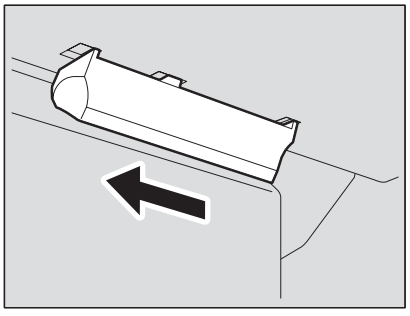
1 **Slide the stopper (in the position A) slightly to the right, and then pull it out.**



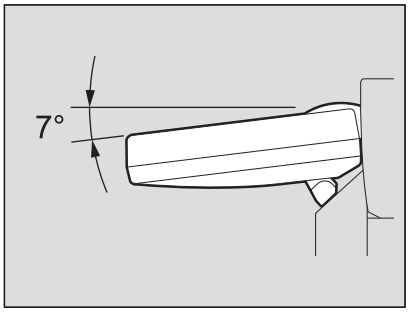
2 **Fit the latches of the stopper in the hole of the position B and insert them turning the stopper itself.**



3 **Shift the stopper to the left until it clicks.**



The angle of the control panel is fixed at 7 degrees.

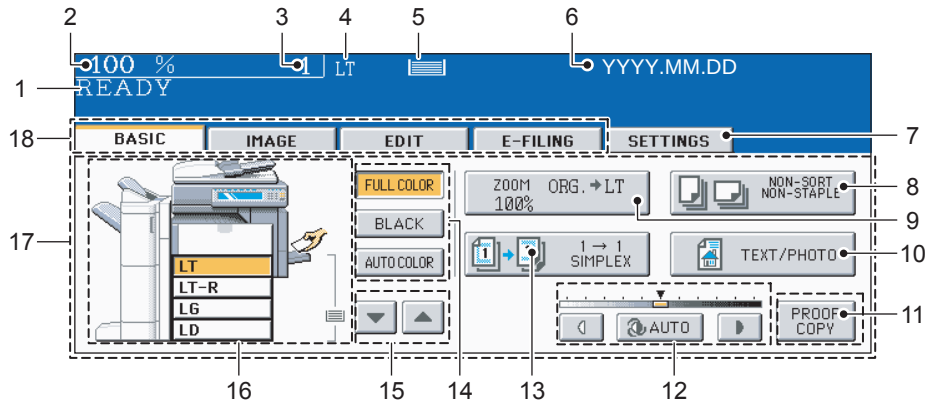


Touch panel

When the power is turned on, the basic menu for the copier function appears on this touch panel. The status of the equipment is also displayed on the touch panel with messages and illustrations.

1. Message
2. Reproduction ratio
3. Number of copy sets
4. APS/AMS* or currently selected paper size
5. Remaining paper level
6. Date and time
7. [SETTINGS] button
8. Finisher button
9. Enlargement/Reduction ([Zoom...]) button
10. Original mode button
11. [PROOF COPY] button
12. Density adjustment buttons
13. Simplex / duplex button
14. Color mode button
15. Paper source selection buttons
16. Equipment status indication area
17. Function setting area
18. Index buttons

* APS: Automatic paper selection, AMS: Automatic magnification selection



Message display

The following information appears at the top of the touch panel:
Equipment status, operational instructions, cautionary messages, reproduction ratios, number of copy sets, paper size of a selected drawer, amount of paper in a selected drawer and date and time.

Touch-buttons

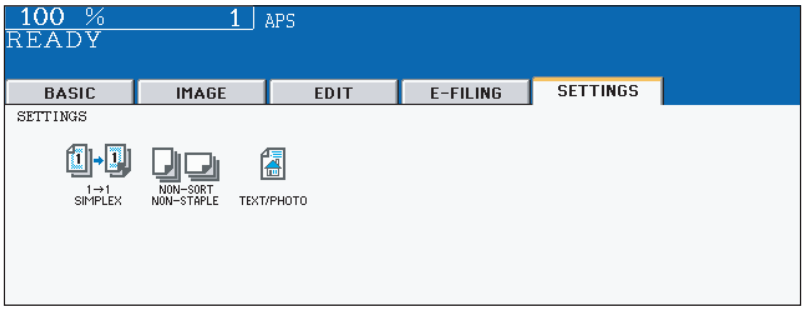
Press these buttons on the touch panel lightly to set various functions.

Index buttons
Press these buttons to switch menus. The type and number of the index buttons vary depending on the function of the copier, scanner and e-Filing.

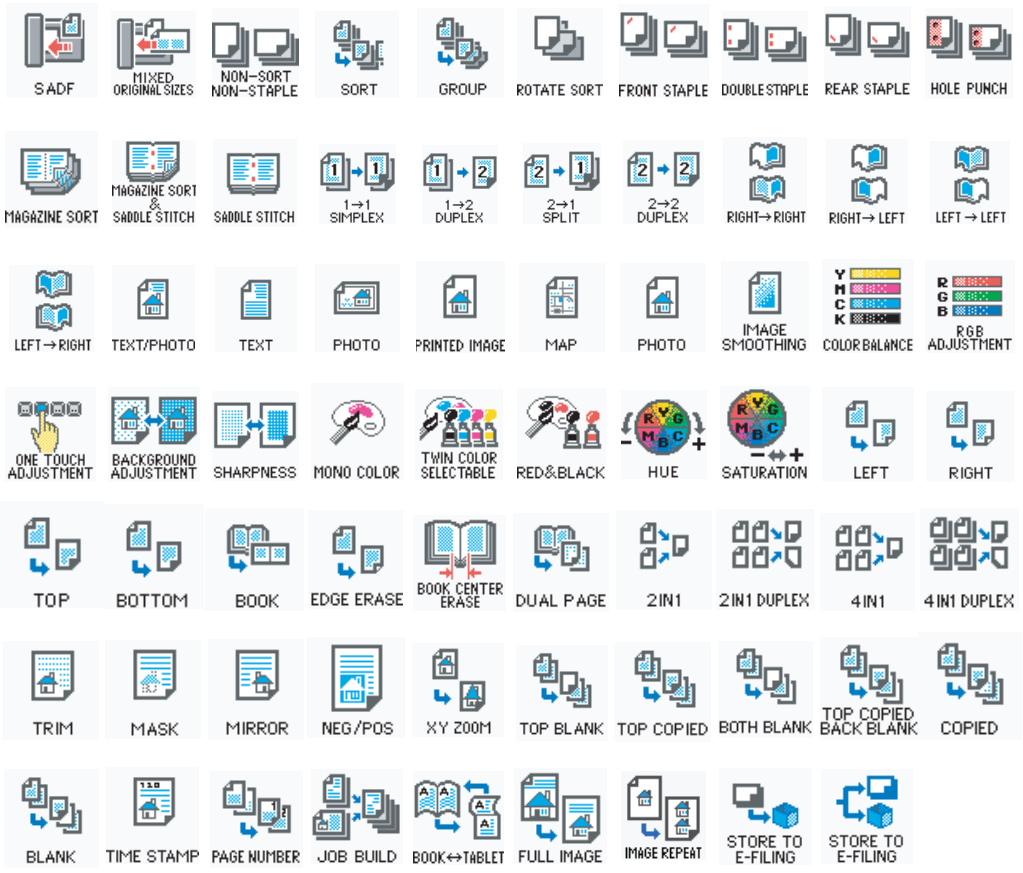
Function setting area
This area includes buttons for selecting and setting each function.

[SETTINGS] button
Press this button to confirm currently set functions.

(An example is shown below.)

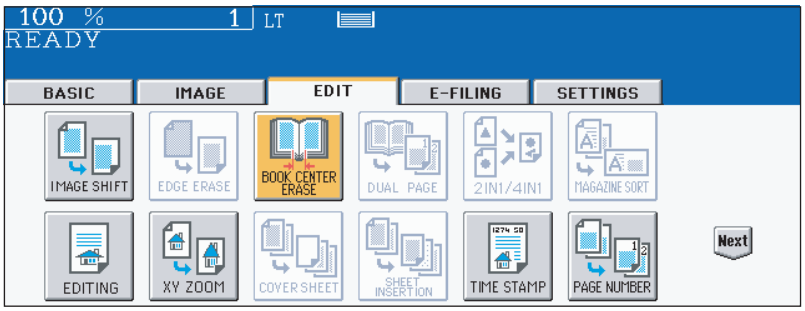


Buttons appearing on the various menus are as follows (some buttons may not appear on the menu):



Clearing functions selected

When you press the selected button, the function which has been selected is cleared. Or the selected setting is cleared automatically by the automatic function clear* when the equipment has been left inactive for a specified period of time.

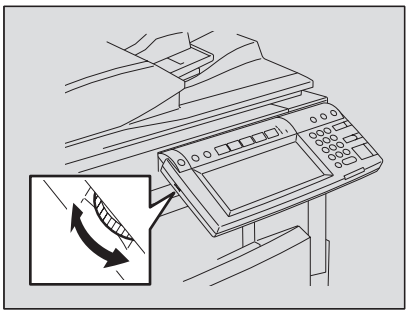


* Automatic function clear:

This function works when a specified period of time has passed since the last paper exit or the last entry of any button. This function returns all the function settings to default without the need to press the [FUNCTION CLEAR] button. When the department or user management function is being used, the display returns to the department code or user information input menu. When these functions are not being used, the display returns to the basic menu of the copier function. The period for the automatic function clear is set at 45 seconds by default at the time of installation of the equipment. See the User Functions Guide for change of this setting.

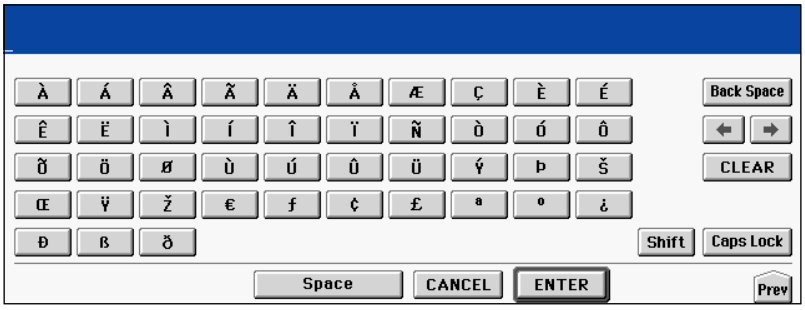
Adjusting the contrast of the touch panel

Turn this adjustment dial on the left side of the control panel to adjust the contrast of the touch panel.



Setting letters

The following menu appears when any letter entry is required for the operations of scanning, e-Filing, template and Internet FAX.
Use the buttons on the touch panel for letter entry and use the digital keys on the control panel for number entry.
After entering the letters, press the [ENTER] button. The menu will be changed.



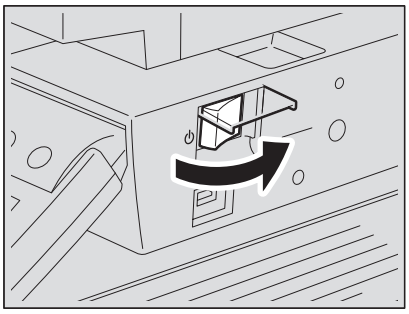
The following buttons are used for letter entry.

[Space]:	Press this to enter a space.
[CANCEL]:	Press this to cancel the entry of letters.
[ENTER]:	Press this to fix all entered letters.
[Back Space]:	Press this to delete the letter before the cursor.
[←] [→]:	Press them to move the cursor.
[CLEAR]:	Press this to delete all letters entered.
[Shift]:	Press this to enter capital letters.
[Caps Lock]:	Press this to switch capital letters and small letters.
[Next]:	Press this to access the special keys.

Preparation 1- Turning Power On/Off

Turning power on

Open the switch cover, and then turn the power switch on.



- The equipment starts warming-up. “Wait Warming Up” appears during warming-up.
- While the equipment is warming up, you can use the auto job start function.
  (📖 P.78 “Scanning the next originals during copying (Auto job start)”)

The equipment will be ready for copying after about 99 seconds and “READY” appears.
When you turn the power of the equipment OFF, do not simply turn the power switch to turn it off but be sure to shut it down.
📖 P.47 “Turning power off (Shutdown)”

When “ERASING DATA” appears
This message appears when the Data Overwrite Kit (optional) has been installed. It appears immediately after the power is turned ON or after the equipment has been operated. You can operate the equipment even if it is displayed.

Tip

When the use of the equipment is managed under department management or user management function, you need to enter the department code or user information before making a copy. For details, see 📖 P.43 “When department or user management is used”.

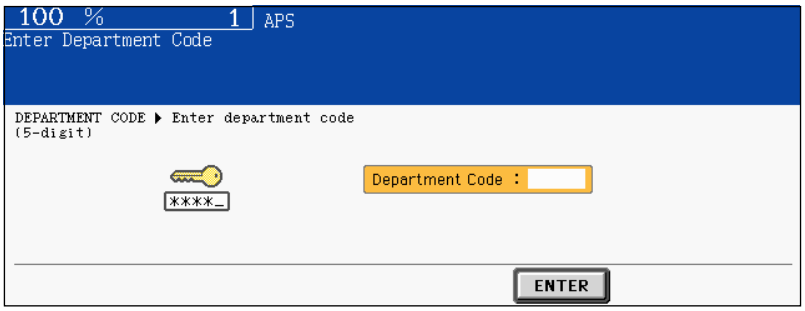
When department or user management is used

When the use of the equipment is managed under department management or user management function, each user needs to enter the department code or user information.

Department management

You can restrict users or manage copy volumes made by an individual group or department in your company using the department codes. When the copy volume is controlled under the department code, enter the code after turning the power on. See the User Functions Guide for setting and registration of the department codes.

When the power is turned on, the following menu appears.
This menu also appears when the [ACCESS] button is pressed or the automatic function clear has worked.



Key in a department code (5 digits) previously registered and press the [ENTER] button. The menu will switch and the equipment will be ready to be used.
If the department code keyed in is incorrect, the menu does not change. Key in the correct department code.

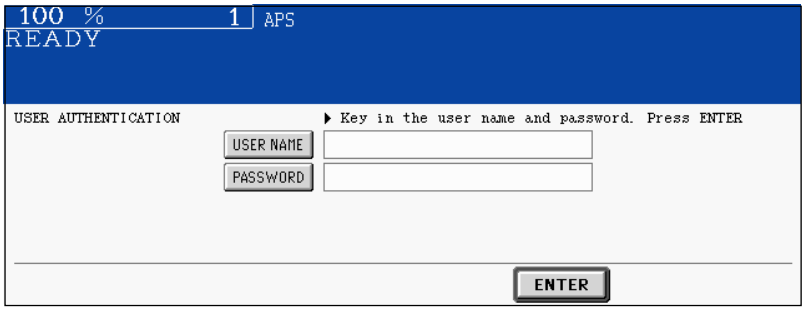
When copying is finished
When you finish all operations, press the [ACCESS] button to prevent unauthorized use of the equipment. The display returns to the department code input menu.

User management

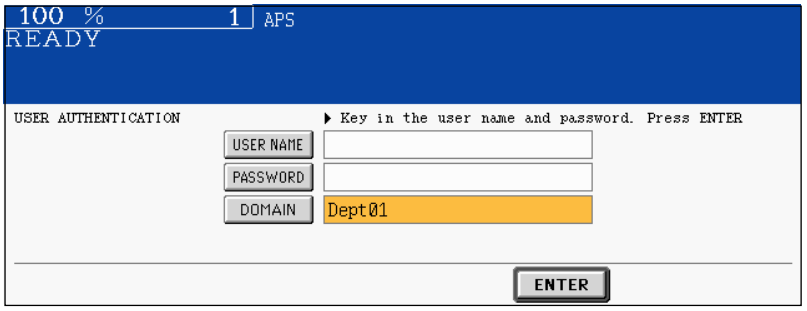
Users of the equipment can be limited and the available functions and past record of each user can be controlled by using the user management function. When the equipment is managed under this function, turn the power of the equipment ON and enter the information required (e.g. user name, password) to use the equipment. The menu for entering user information also appears when you pressed the [ACCESS] button on the control panel or automatic function clear has worked. Enter the information following the procedure below.

1 The menu for user authentication appears.

MFP local authentication, LDAP authentication



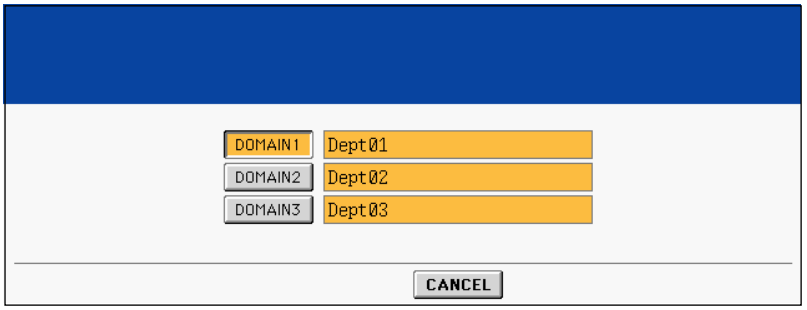
Windows Domain Authentication



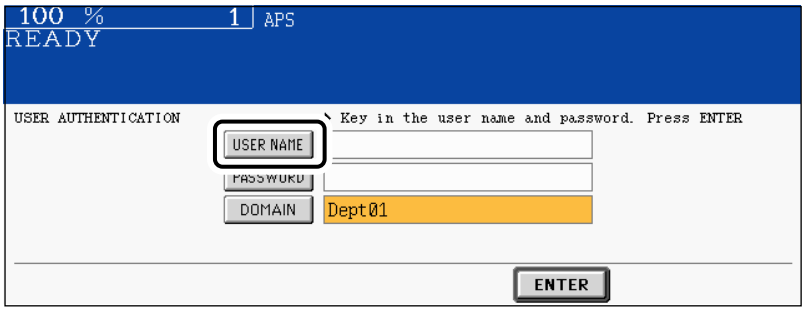
The domain name previously set by the network administrator is displayed in [DOMAIN].

Tip

If the domain name belonging to your organization is not displayed, press the [DOMAIN] button and select it.

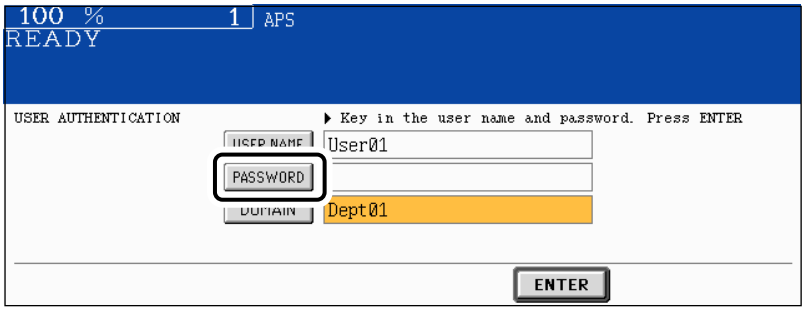


2 **Press the [USER NAME] button.**



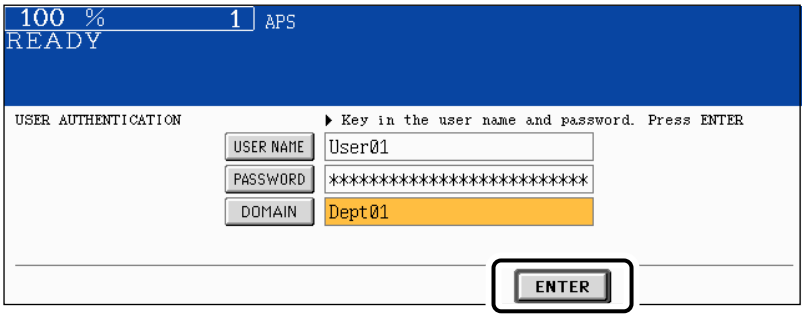
3 **Enter the user name (maximum 128 letters) and then press the [ENTER] button.**

4 **Press the [PASSWORD] button.**



5 Enter the password (maximum 64 letters) and then press the [ENTER] button.

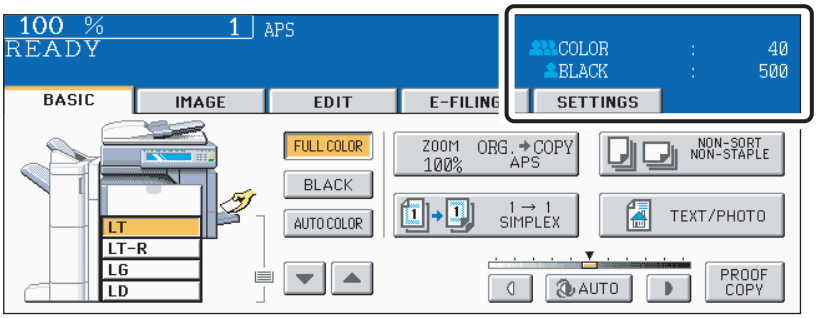
6 Press the [ENTER] button.



The menu will switch and the equipment will be ready to be used.
If the user information is incorrectly entered, the menu will not switch. In this case, press the [FUNCTION CLEAR] button and then enter it again.

Displaying the available number of copies

The amount is determined by how many copies the user (👤) or the department (👥) has remaining and the smaller of the two numbers is displayed.
The number appears for 5 seconds on the upper right of the screen.
COLOR: Available number of copies for color copying
BLACK: Available number of copies for black-and-white copying



The display differs depending on the management setting of this equipment.

When copying is finished

When you finish all operations, press the [ACCESS] button to prevent unauthorized use of the equipment. The display returns to the one for entering user information.

Turning power off (Shutdown)

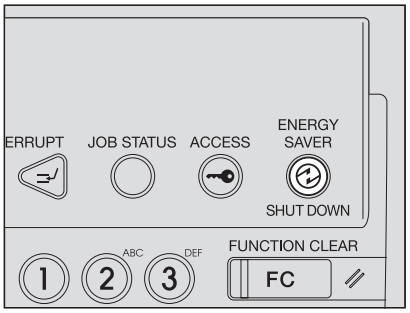
When turning OFF the power of the equipment, be sure to shut it down following the procedure below. Check the following three points before shutdown.

- No jobs should be left in the print job list. (P.266 “Job Status”)
- None of the PRINT DATA, MEMORY RX and FAX communication lamps should be blinking. (If the equipment is shut down while any of the above lamps is blinking, jobs in progress such as FAX reception will be aborted.)
- No PC should access the equipment via the network.

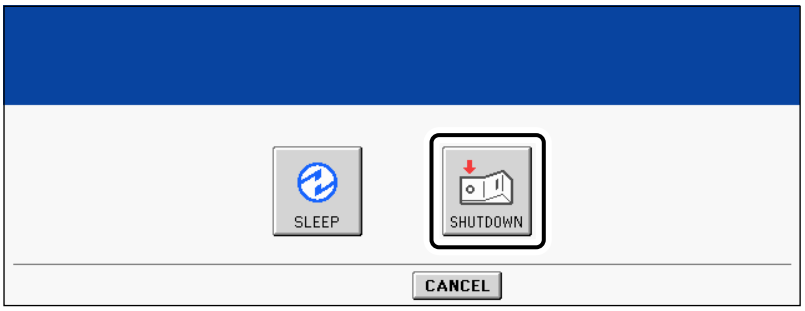
Notes

- Do not press the power switch to turn the power OFF, otherwise the stored data may be lost or the hard disk may be damaged.
- When the equipment is shut down, the job in progress is cleared.

1 Press the [ENERGY SAVER/ SHUTDOWN] button on the control panel.

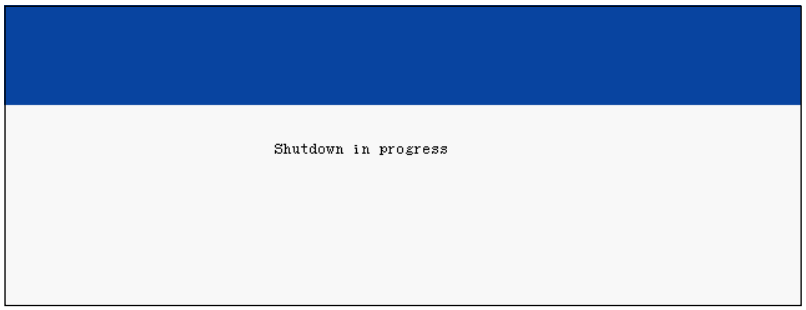


2 Press the [SHUTDOWN] button on the touch panel.



To cancel the shutdown operation, press the [CANCEL] button.

3 **"Shutdown in progress" appears on the menu. After a while, the equipment is shut down and the power is turned OFF.**



The power switch automatically returns to the OFF position.

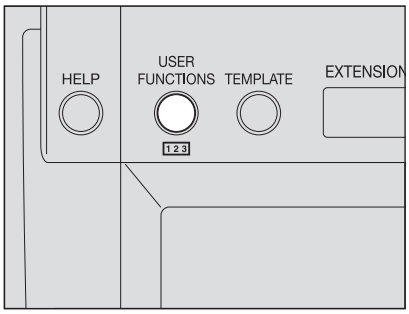
Tip

The GA-1210 automatically shuts down in 1-2 minutes after the equipment has been shut down.

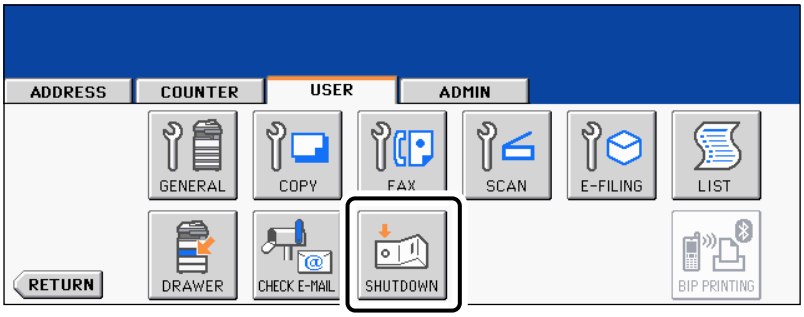
Turning the power off (Shutting down) with the [USER FUNCTIONS] button

The equipment can also be shut down by following the procedure below.

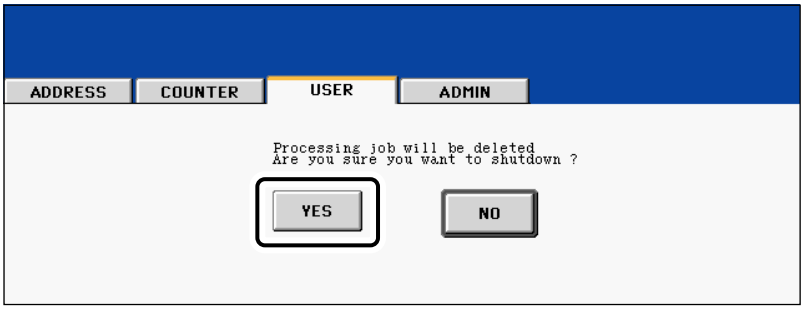
1 **Press the [USER FUNCTIONS] button on the control panel.**



2 **Press the [USER] button on the touch panel to enter the user setting menu, and then press the [SHUTDOWN] button.**

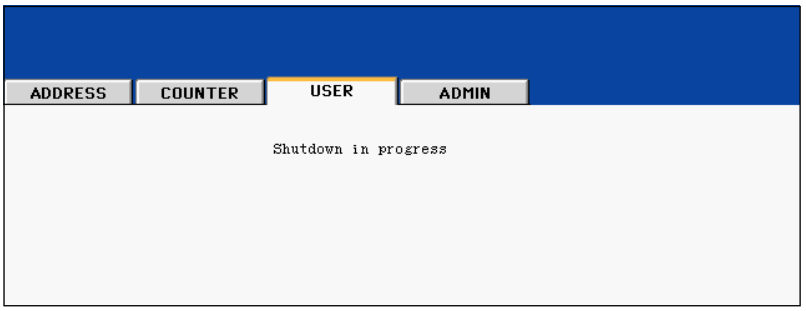


3 “Processing job will be deleted. Are you sure you want to shut-down?” appears on the menu. Press the [YES] button.



To cancel the shutdown operation, press the [NO] button.

4 “Shutdown in progress” appears on the menu. After a while, the equipment is shut down and the power is turned OFF.



The power switch automatically returns to the OFF position.

Tip

The GA-1210 automatically shuts down in 1-2 minutes after the equipment has been shut down.

Energy Saving Mode

This equipment supports two energy saving modes; the Automatic Energy Save mode and the Sleep Mode.

Automatic Energy Save

The equipment enters the Automatic Energy Save mode automatically after a specified period of time *1 since its last use. During this mode, “Saving energy – Press START button” appears on the touch panel.

Sleep Mode

The equipment enters the Sleep Mode automatically after a specified period of time *2 since its last use. During this mode, the message of the Automatic Energy Save mode disappears and the [ENERGY SAVER / SHUTDOWN] button lights in green.

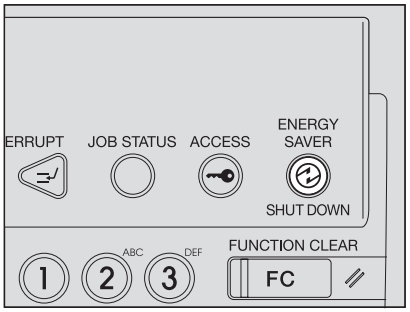
These modes are automatically cleared upon the reception of print data, Fax data, Internet Fax data or E-mails. They are also cleared by pressing the [START] button.

*1 This period is set at 15 minutes by factory default.
*2 This period is set at 60 minutes for the e-STUDIO2500c/3500c and 90 minutes for the e-STUDIO3510c by factory default.

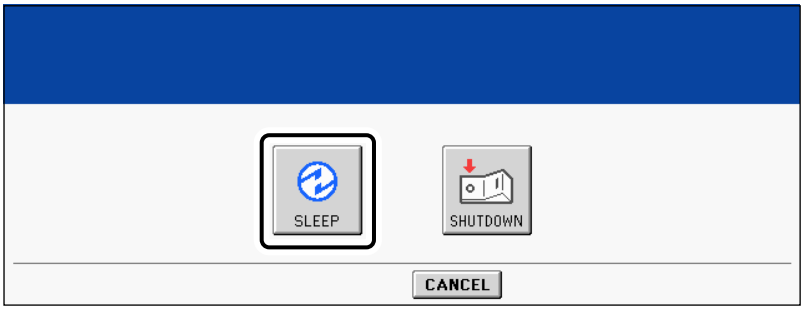
See the User Functions Guide to change the default settings noted above.

The equipment can also be made to enter the sleep mode manually by means of the following procedure.

1 Press the [ENERGY SAVER/ SHUTDOWN] button on the control panel.



2 Press the [SLEEP] button on the touch panel.



The equipment enters into the sleep mode. During this mode, the display on the touch panel disappears and the [ENERGY SAVER/SHUTDOWN] button lights in green.

To cancel the energy saving mode

Press the [START] button on the control panel. The sleep mode is cleared and the equipment will be ready for copying.
The sleep mode is also cleared by pressing any button of [ENERGY SAVER / SHUTDOWN], [COPY], [SCAN], [FAX] and [e-FILING].

Preparation 2- Setting Copy Paper

Acceptable copy paper

Feeder	Paper type	Paper size	Maximum sheet capacity
Drawers (Including optional drawers)	Plain paper (16 - 28 lb. Bond)	(Standard size) LT format: LD, LG, LT, LT-R, ST-R, COMP, 13"LG, 8.5"SQ A/B format: A3, A4, A4-R, A5-R, B4, B5, B5-R, FOLIO K format: 8K, 16K, 16K-R	600 sheets (17 lb. Bond) 550 sheets (20 lb. Bond) 500 sheets (24 lb. Bond) 500 sheets (28 lb. Bond)
	Recycled paper (16 - 20 lb. Bond)		
	Thick 1 (- 90 lb. Index)		300 sheets
Large Capacity Feeder (optional)	Plain paper (16 - 28 lb. Bond)	(Standard size) LT, A4	3000 sheets (17 lb. Bond) 2500 sheets (20 lb. Bond) 2000 sheets (21 - 28 lb. Bond)
Bypass tray	Plain paper (16 - 28 lb. Bond)	(Standard size) LT format: LD, LG, LT, LT-R, ST-R, COMP, 13"LG, 8.5"SQ, 12" x 18" FULL A/B format: A3, A4, A4-R, A5-R, A6-R, B4, B5, B5-R, FOLIO, 305 x 457 WIDE K format: 8K, 16K, 16K-R (Non-Standard size) Length: 3.9 - 11.7", Width: 5.8 - 17"	100 sheets (16 - 20 lb. Bond) 80 sheets (21 - 28 lb. Bond)
	Thick 1 (- 90 lb. Index)		40 sheets
	Thick 2 (- 110 lb. Index)		40 sheets *1
	Thick 3 (- 140 lb. Index)		30 sheets *1
	Sticker labels		*1, *2
	Water proof paper		30 sheets
	OHP film	(Standard size) LT only	30 sheets *1

*1 Automatic duplex copying is not available.
*2 Use Thick 2 mode for sticker labels.

Tips

- Multiple paper sizes cannot be set in one drawer.
- “Maximum sheet capacity” refers to the maximum number of sheets when Toshiba-recommended paper is set.
- Be sure that the paper height does not exceed the line indicated inside of the guide.
- “K format” is a Chinese standard size.

Abbreviations for paper sizes:
LT: Letter, LD: Ledger, LG: Legal, ST: Statement, COMP: Computer, SQ: Square

Recommended paper

To make copies with a fine color image, the following types of paper are recommended.
If you wish to use copy paper other than the recommended types, consult your service technician.

Paper type	Toshiba recommendations/Manufacturer		Mode
Plain paper	Laser Print/Hammermill Color Copy Paper/Hammermill	24 lb. (Bond)	PLAIN
		28 lb. (Bond)	
Thick		32 lb. (Bond)	THICK1
		60 lb. (Cover)	
		80 lb. (Cover)	THICK3
Sticker labels	5165/Avery	-	THICK2
Transparencies*1	CG3700/3M	-	TRANSPARENCY
Water proof paper	Premium Speciality Paper (Glossy.Two-sided Weather Resistance Paper)/ TOMOEGAWA PAPER	230 g/m^2	SPECIAL1
	AquaAce/Verbatim	230 g/m^2	SPECIAL2

*1 Only Toshiba-recommended OHP film should be used. Using any other film may cause a malfunction.

Handling and storing paper

Pay attention to the following points:

- Avoid using paper that is specially treated or previously printed on another machine, and also avoid performing double copying on the same side of the paper, since this may cause a malfunction.
- Do not use paper with creases, wrinkles or curls, paper prone to curling, smooth or rough paper; this may cause paper misfeeds.
- Paper should be wrapped in its wrapping and stored in a damp-free place.
- To prevent paper from being folded or bent, store it evenly on a flat surface.

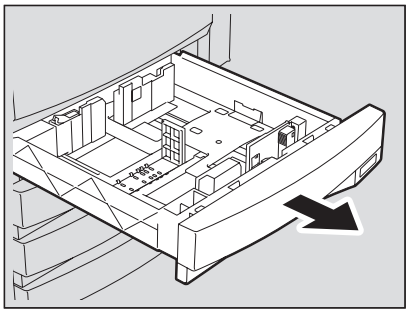
Setting copy paper (size change)

When you set or add copy paper in the drawer, follow the procedure below.

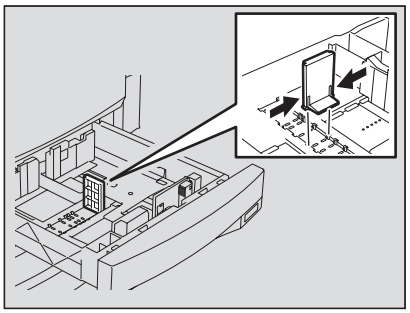
Placing paper in the drawer

1 **Turn the power on.**

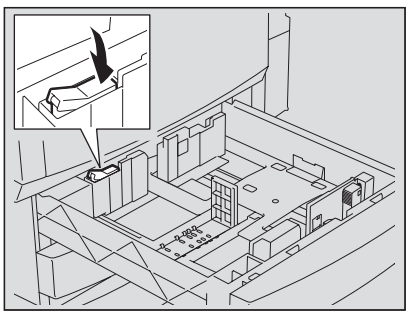
2 **Pull out the drawer carefully until it comes to a stop.**



3 **Push the lower part of the end guide in the direction of the arrow to remove it, then reinstall it at the desired paper size (indicated on the bottom inner surface on the drawer).**

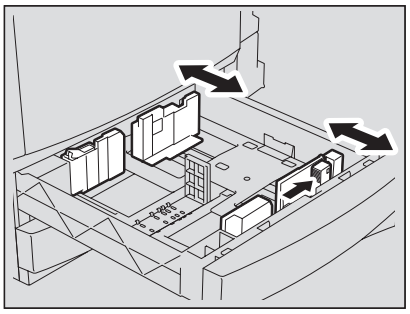


4 **Push the arrow part (right side) of the side guide to unlock it.**

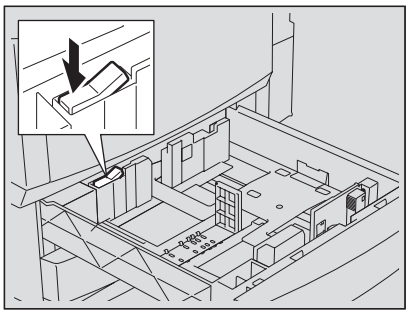


5 While pushing the green lever of the side guide in the direction of the arrow, set the side guide to the desired paper size.

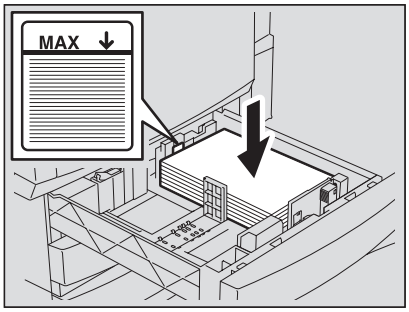
Adjust the side guides with both hands.



6 Push the arrow part (left side) to lock the side guide.



7 Place paper in the drawer(s).

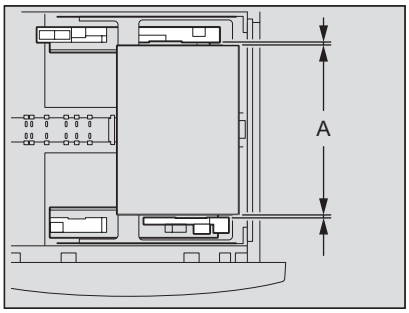


Notes

- Place paper with its copy side up. (The copy side may be described on the wrapping paper.)
- For the maximum number of sheets that can be set, see P.51 “Acceptable copy paper”.
- Fan the paper well before placing it in the drawer.
- Be sure that the paper height does not exceed the line indicated inside of the guide.
- Do not use creased, folded, wrinkled or damp sheets of paper.

Note

Make sure that a gap of 0.02" (0.04" or less in total) is left between the paper and the side guide for plain paper, and approx. 0.02" to 0.04" (approx. 0.04" to 0.08" in total) for thick paper. If the gap is insufficient, it could cause paper misfeeding.



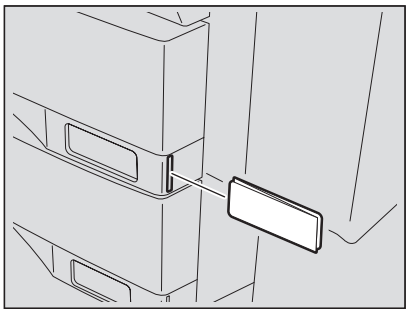
8 Push the drawer straight into the equipment until it comes to a stop.

Be sure to close the drawer securely and carefully.

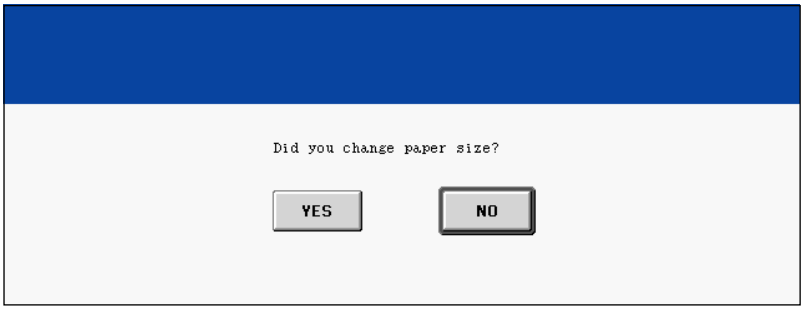
Caution

Be careful not to let your fingers be caught when closing the drawer. This could injure you.

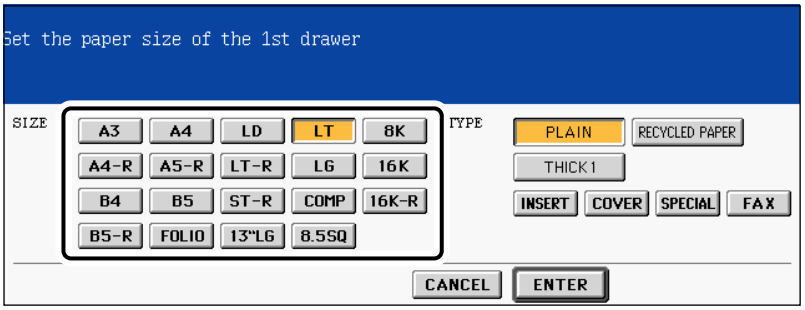
9 When the paper size is different from the one in the drawer, change the paper size indicator to match with the size of paper which has been set.



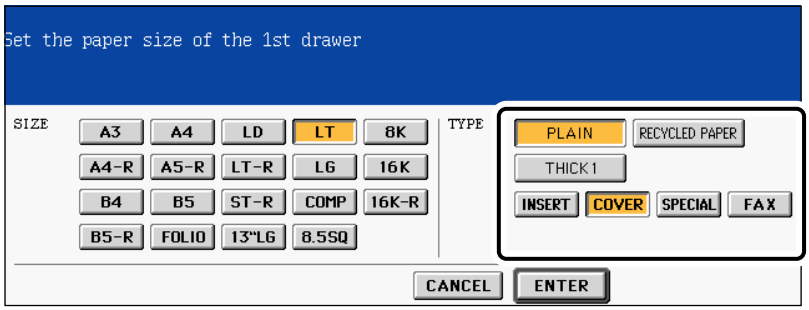
10 When the paper size is different from the one in the drawer, press the [YES] button. When the paper is the same size as the one in the drawer, press the [NO] button. (When you press the [NO] button, you do not need to continue with step 11 and subsequent steps.)



11 Press the paper size button corresponding to the paper that has been set in the drawer.



12 **When you want to change the setting of the drawer for special uses (P.59), press the paper type button.**

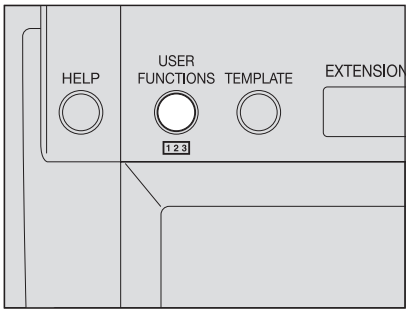


13 **Press the [ENTER] button.**

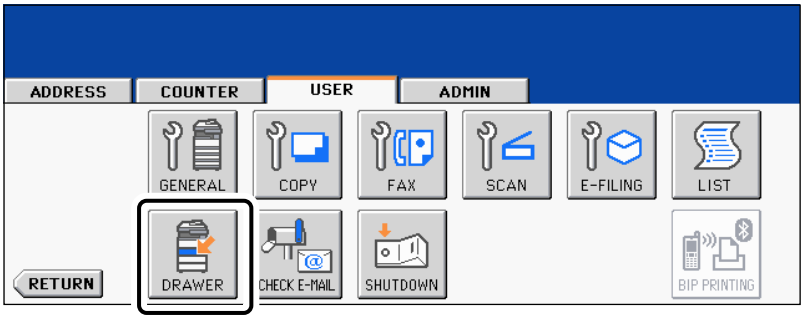
Changing the setting of paper size

If the setting of the paper size registered in the equipment does not correspond to the one in the drawer, it could cause a paper jam. In this case, change the setting of the paper size according to the following procedure.

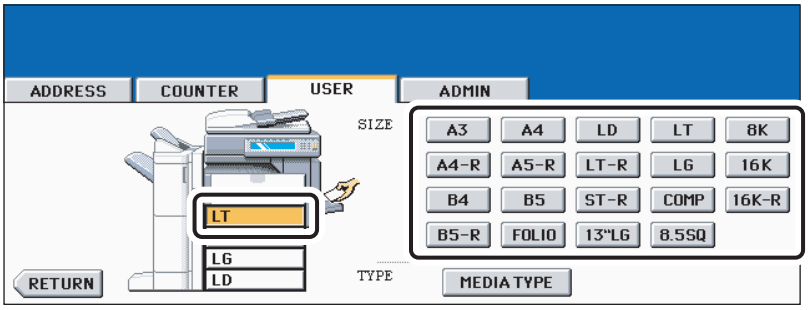
1 Press the [USER FUNCTIONS] button on the control panel.



2 Press the [USER] button on the touch panel to enter the user setting menu and then press the [DRAWER] button.



3 Press the drawer on the touch panel corresponding to the one in which the paper size has been set, and then press the button indicating the new one.



Drawer for special uses

When you set paper for special uses other than normal copying (e.g. sheets for cover copying) in the drawer, you need to set this drawer for the special use in advance. If the drawer has been set for a special use, its indication will change on the touch panel. A drawer with this setting will not be used for normal copying except for copying with recycled paper.

The following paper types are selectable according to each purpose.

Paper type	Purpose	Indication	Reference
Cover sheet	Sheet used in the cover copying mode	COVER	P.181 “COVER SHEET”
Insertion sheet	Sheet used in the sheet insertion mode (Up to 2 drawers can be set for this mode. First, set Insert source 1, then press the drawer for the paper type of Insert source 2, and then press the [INSERT] button.)	INSERT 1 (or INSERT 2)	P.184 “SHEET INSERTION”
FAX paper	Fax paper (Fax Unit (optional) is required for the Fax function.)	F	(See the manual of each option.)
Special paper	Special types of paper (e.g. Paper with a watermark)	*	-
Thick 1	Sheet used when its weight is between 28 lb. and 32 lb. Bond. It can be set with other paper types.	1	P.51 “Acceptable copy paper”
Recycled paper	It can be set with other paper types.		

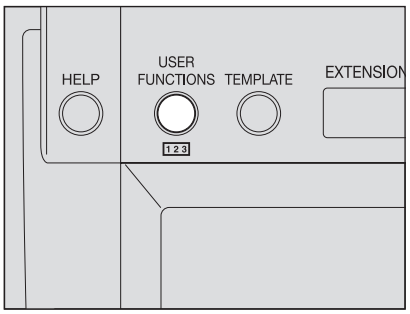
Setting the drawer for special uses

1 Place paper in the drawer(s).

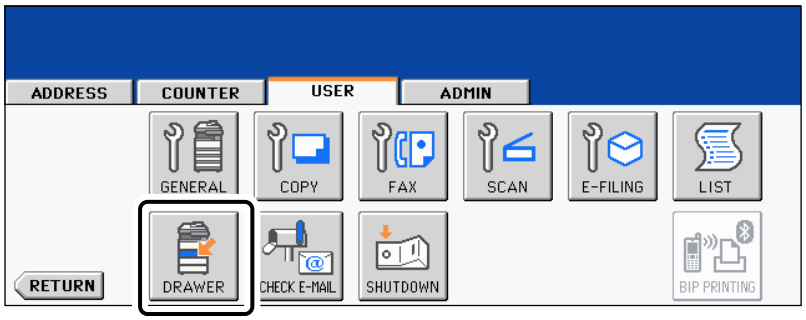
Notes

- Place paper with its copy side up.
- Set the paper size as required. (P.58 “Changing the setting of paper size”)

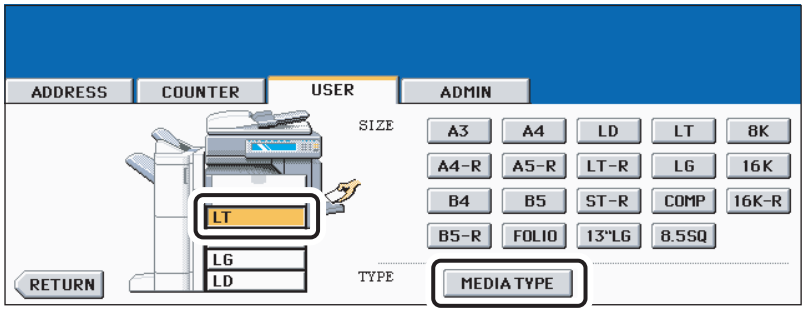
2 Press the [USER FUNCTIONS] button on the control panel.



3 **Press the [USER] button on the touch panel to enter the user setting menu, then press the [DRAWER] button.**

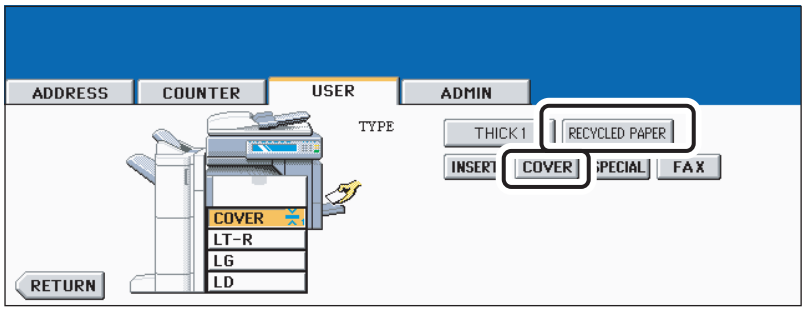


4 **Press the desired drawer and [MEDIA TYPE] button on the touch panel.**



5 **Press the paper type button.**

E.g.: When Thick paper 1 is set in the 1st drawer and used as a cover sheet

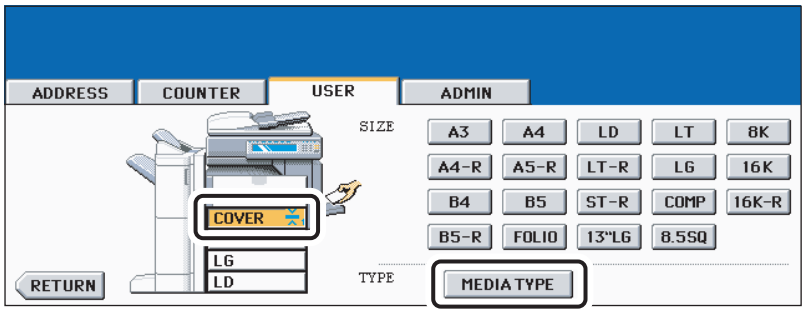


Press the [RETURN] button three times or the [COPY] button on the control panel to return to the basic menu.

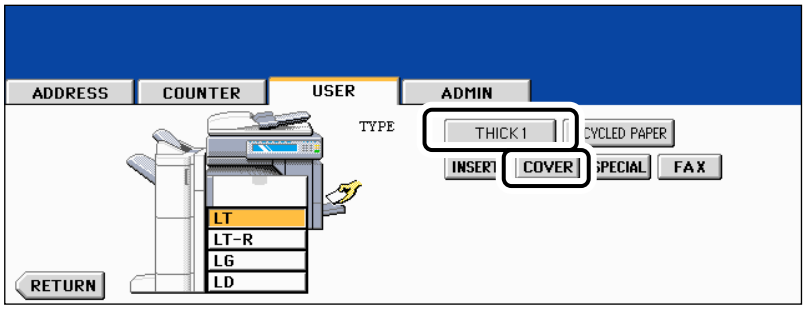
Clearing the drawer for special uses

1 **Follow steps 1 to 3 of “Setting the drawer for special uses” (P.59).**

2 **Press the drawer on the touch panel corresponding to the one whose setting you want to clear, and then press the [MEDIA TYPE] button.**



3 **Press the paper type button corresponding to the one placed in the drawer you selected in step 1.**



The paper type setting is cleared and the indication of drawer returns to the original state.

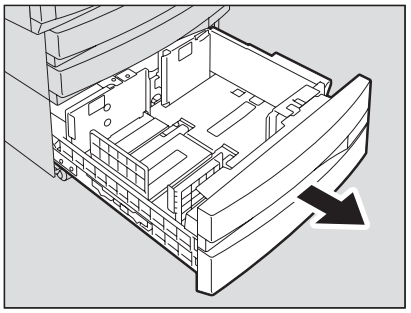
Tips

- When both Insertion sheet 1 and 2 have been set and only the setting of Insertion sheet 1 is cleared, the drawer for Insertion sheet 2 changes to the one for Insertion sheet 1.
- The paper type set in the drawer can be checked with the indication of drawer on the basic menu.

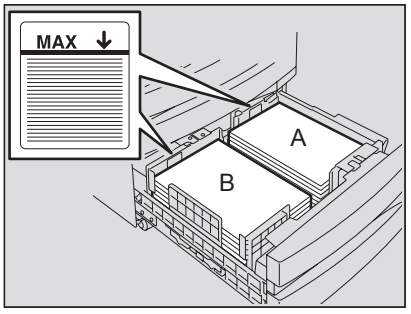
Placing paper in the Large Capacity Feeder (optional)

1 Pull out the Large Capacity Feeder carefully.

Pull out the drawer until it comes to a stop.



2 Place paper in A and B.



Notes

- Place paper with its copy side up. (The copy side may be described on the wrapping paper.)
- For the maximum number of sheets that can be set, see P.51 “Acceptable copy paper”.
- Be sure that the paper height does not exceed the line indicated on the side guide.
- Fan and jog the paper well before placing it on the drawer. Set the paper for A to the right side, and set that for B to the left side. (The paper can be set neatly if you pile it up gradually and alternately in A and B.) Be sure that the center lever is not open (see the labels attached in the Large Capacity Feeder).
- Paper starts being fed out of the elevator tray (A) at first. When the paper on A has run out, the paper on B moves to the position of A and starts being fed.
- Do not use wrinkled, folded or damp sheets of paper.

3 Push the drawer of the Large Capacity Feeder straight into the equipment until it comes to a stop.

Close the drawer completely. The elevator tray automatically moves up to the paper feeding position.

Caution

Be careful not to let your fingers be caught when closing the drawer. This could injure you.

4 To change the paper type, see P.58 “Changing the setting of paper size”.

2

HOW TO MAKE COPIES

This chapter explains the basic copying procedures.

Setting Originals 64
- Acceptable originals 64
- Placing originals on the glass 66
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Making Copies 72
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- Scanning the next originals during copying (Auto job start) 78
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- Bypass copying on standard size paper 82
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Proof Copy 92

Setting Originals

Acceptable originals

Acceptable originals are as follows.

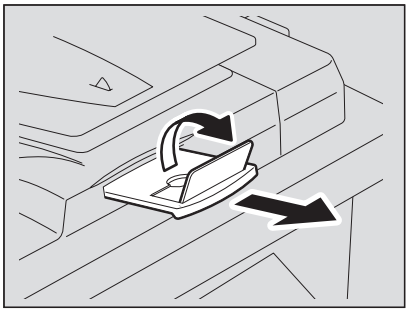
Setting position	Type of original	Maximum size	Acceptable sizes for automatic size detection
Original glass *1	Sheets 3-dimensional object Books	Length: 11.69" Width: 17.01"	(Standard size) LD, LG, LT, LT-R, ST-R
Reversing Automatic Document Feeder (optional) *2 *3	Plain paper Recycled paper 1-sided originals: 9.3 - 41.8 lb. 2-sided originals: 13.3 - 41.8 lb.	Length: 11.69" Width: 17.01"	(Standard size) LD, LG, LT, LT-R, ST-R, COMP

*1 Do not place any heavy objects (9 lb. or over) on the glass.
*2 Some originals cannot be used depending on their paper quality.
*3 Be sure to place ST-size originals in the landscape direction.

Automatic size detection does not work properly when A/B or K format paper is used for printing. (K format is a standard paper size for China.)

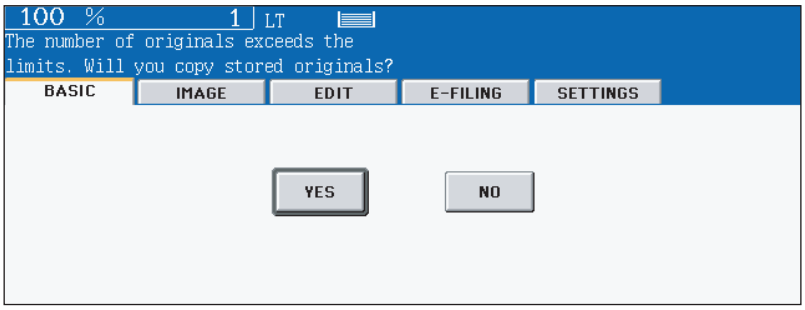
Tips

- Originals up to 80 sheets (9.3 to 20 lb.) or 0.62" in height can be placed on the Reversing Automatic Document Feeder (optional), regardless of their sizes.
- When you copy a large number of landscape originals using the Reversing Automatic Document Feeder (optional), use the original stopper to prevent them from being scattered.



Maximum number of sheets for scanning

A maximum of 1000 LT sheets, or up until the memory becomes full can be accepted per 1 copy job.
When the number of scanned sheets has exceeded the above limit, a message “The number of originals exceeds the limits. Will you copy stored originals?” appears. If you want to print out the data of originals stored (scanned) up till then, press the [YES] button on the touch panel. If you want to delete the stored data, press the [NO] button.



Placing originals on the glass

Sheet originals

Caution

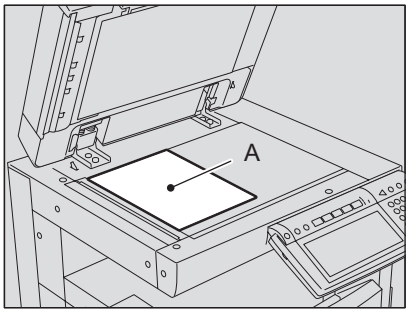
Do not place heavy objects (9 lb. or more) on the original glass and do not press on it with force. Breaking the glass could injure you.

1 Raise the original cover or Reversing Automatic Document Feeder (optional).

Raise it 60 degrees or more for detecting the original.

2 Place the original with its face down on the original glass and align it against the left rear corner of the glass.

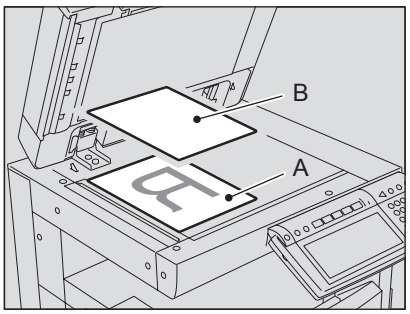
A: Original



3 Lower the original cover or Reversing Automatic Document Feeder (optional) carefully.

- When you want to copy originals with high transparency such as OHP films or tracing paper, place a blank sheet of paper, the same size as the original or larger, over the original.

A: Original
B: Blank sheet



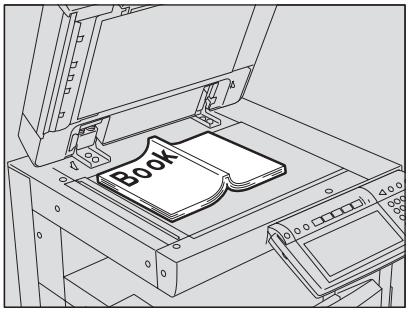
Book-type originals

Caution

Do not place heavy objects (9 lb. or more) on the original glass and do not press on it with force. Breaking the glass could injure you.

1 Raise the original cover or Reversing Automatic Document Feeder (optional).

2 Open the desired page of the original and place it face down. Align it against the left rear corner of the glass.



- When you want to use the 2-sided copying function or the dual-page function on the book-type originals, align the center of the original on the yellow indicator line of the glass.
(📖 P.131 “Book-type original -> 2-sided copy”)
(📖 P.167 “DUAL PAGE”)

3 Lower the original cover or Reversing Automatic Document Feeder (optional) carefully.

- Do not lower the Reversing Automatic Document Feeder forcibly when the original is very thick. There will be no problem in copying even if the Reversing Automatic Document Feeder is not fully lowered.
- Do not look fully at the original glass because intensive light may leak out during copying.

Using the Reversing Automatic Document Feeder (optional)

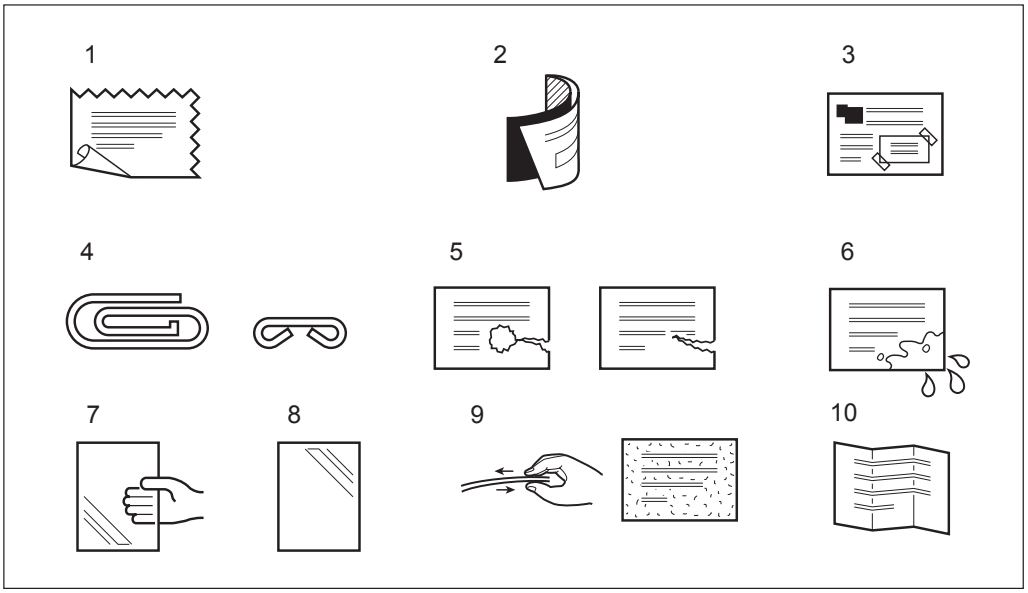
Precautions

Do not use the types of original 1 to 8 shown below because such types may cause misfeeding or damage to the equipment.

1. Badly wrinkled, folded or curled originals
2. Original with carbon paper
3. Taped, pasted or cut-out originals
4. Clipped or stapled originals
5. Originals with holes or tears
6. Damp originals
7. OHP films or tracing paper
8. Coating paper (coated with wax, etc.)

Use types of original 9 and 10 shown below with extra care.

9. Originals which cannot be moved with the fingers, or surface-treated originals (The sheets of such originals may not be able to be separated.)
10. Folded or curled originals should be smoothed out before being used.



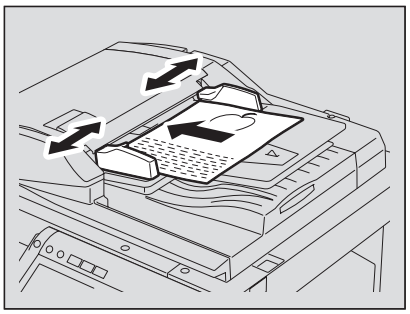
Tip

If the scanning area or the guide area is dirty, image trouble such as black streaks may occur in the printout. Weekly cleaning of these areas is recommended. (P.368 “Daily Inspection”)

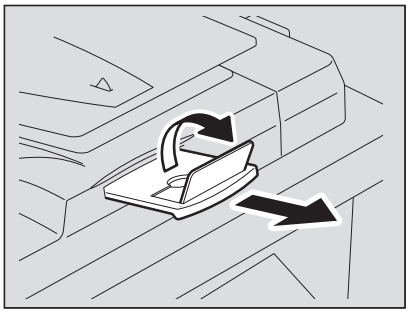
Continuous feed mode

1 Align all the originals. Then place them face up and align the side guides to the original length.

- Place the originals straight along the side guides.
- Collate the originals in the order that you want them to be copied. The top sheet of the originals will be fed first.
- This mode is also available for one-sheet originals.
- Regardless of their sizes, originals are acceptable up to 100 sheets (9.3 to 20 lb.) or 0.62" in height.
- For mixed-size originals, see P.99 “Copying mixed-sized originals in one operation (mixed original size)”.

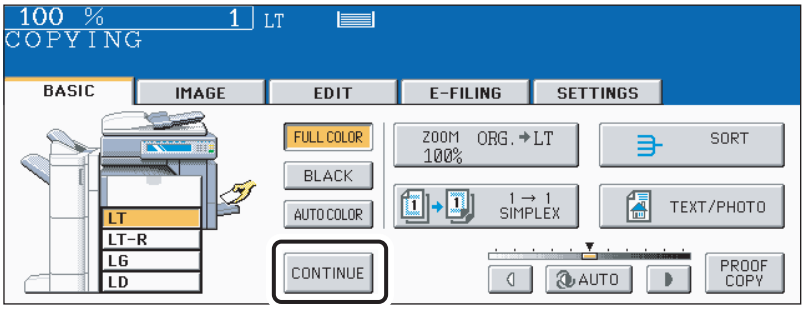


- Use the original stopper as required.
- To replace the original stopper, lift it slightly and push it in.



Tip

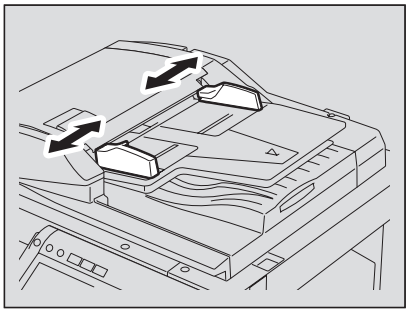
When the number of originals is too large to be set at one time, you can previously divide the originals into several sets to copy them continuously. To do so, place the first set of the originals and press the [CONTINUE] button on the touch panel while the data of this set are being scanned. When this scanning has finished, set the next set of the originals and press the [START] button on the control panel.



Single feed mode

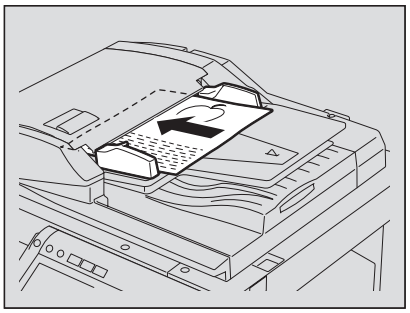
To switch over between the continuous feed mode and the single feed mode, see P.197 “ADF / SADF”.

1 Align the side guides to the original width.



2 Insert the original with its face up and straight along the side guides.

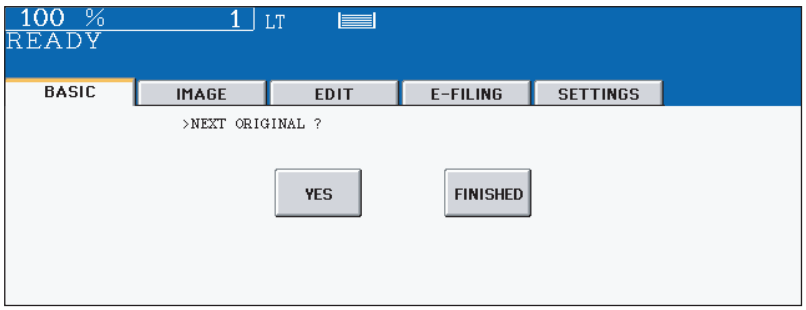
The menu of step 3 will be displayed.



Note

The original will be pulled in automatically. Be sure to let go of it when it starts being pulled.

3 If there are more originals, set them in the same way.



The same operation is performed whether or not you press the [YES] button.

4 After all originals have finished being fed, press the [FINISHED] button.

Tip

If the [FINISHED] button is not pressed, copying is started when the automatic function clear is operated.
📖 P.40 “Clearing functions selected”

Making Copies

Initial (Default) settings

When the power is turned on, when the energy saving mode is cleared, and when the [FUNCTION CLEAR] button on the control panel is pressed, various setting items are automatically set. These items are called the initial (default) settings. Set originals after placing paper or confirming that there is paper in the drawers. When the [START] button on the control panel is pressed with any of the settings unchanged, copies are made in the initial (default) settings. You can make copies as desired by setting various copy modes.

The table below lists the various items of the initial settings at the time of installation of this equipment.

Item	Initial (Default) setting
Reproduction ratio	100%
Copy quantity	1
Paper selection	Automatic Paper Selection (APS)
Original -> Copy	1-Sided -> 1-Sided
Density adjustment	Manual copy density adjustment
Color mode	FULL COLOR
Original mode	TEXT/PHOTO
Finishing mode	Placing originals on the original glass: Non-sort/ Non-staple mode Placing originals on the Reversing Automatic Document Feeder (optional): Sort mode
Feeding mode when originals are placed on the Reversing Automatic Document Feeder (optional)	Continuous feed mode

- These initial settings can be changed as desired. See the User Functions Guide for details.

Copying procedure

Placing originals on the Reversing Automatic Document Feeder (optional)

1 **Place paper in the drawer(s).**

For the types and sizes of paper selectable, see P.51 “Acceptable copy paper”.

Tip

When the desired size or type of paper is not in any of the drawers or the Large Capacity Feeder, see the following pages.

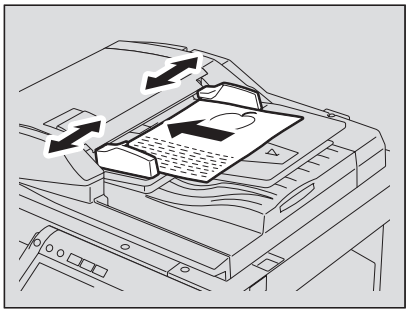
P.53 “Setting copy paper (size change)”
P.62 “Placing paper in the Large Capacity Feeder (optional)”
P.81 “Bypass Copying”

2 **Place the original(s).**

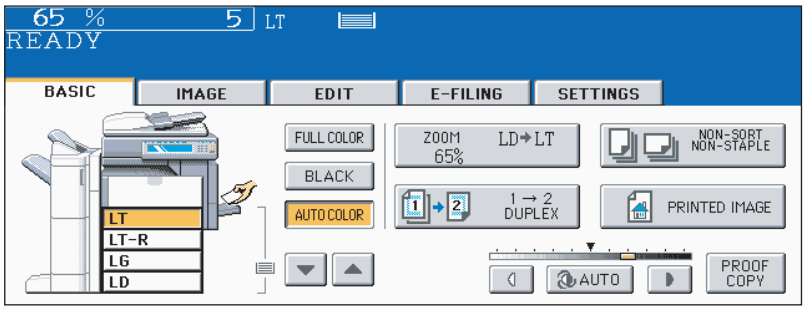
See the following pages to set the originals.

P.64 “Acceptable originals”
P.68 “Using the Reversing Automatic Document Feeder (optional)”

The originals are copied in the order of being scanned.



3 **Select the copy modes as required. When you want to copy more than one set, key in the desired number of copies.**

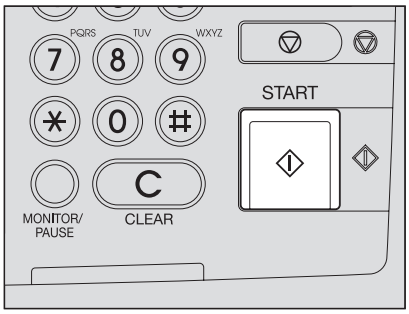


Tips

- Press the [CLEAR] button on the control panel to correct the number keyed in.
- Note that some combinations of copy modes are restricted. (P.382 “Copying Function Combination Matrix”, P.384 “Image Quality Adjustment Combination Matrix”)
- Once the [START] button on the control panel is pressed, any change in copy modes (including setting of the previously divided sets of originals) cannot be applied afterward.

4 **Press the [START] button.**

- Copying starts. The paper exits with its copied side down.
- When the drawer runs out of paper during copying, the corresponding drawer on the touch panel and the [JOB STATUS] button on the control panel blink. Add paper to this drawer or select another one with the same paper size.
- Be careful because the paper exit area and paper just after exiting are hot.



Placing an original on the original glass

1 **Place paper in the drawer(s).**

For the types and sizes of paper selectable, see P.51 “Acceptable copy paper”.

Tip

When the desired size or type of paper is not in any of the drawers or the Large Capacity Feeder, see the following pages.

P.53 “Setting copy paper (size change)”
P.62 “Placing paper in the Large Capacity Feeder (optional)”
P.81 “Bypass Copying”

2 Place the original(s).

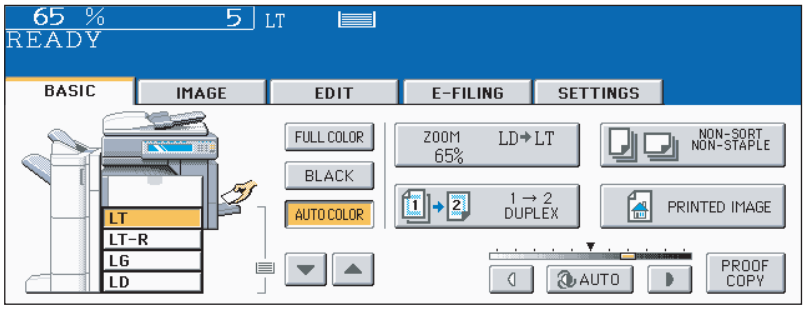
See the following pages to set the originals.

P.64 “Acceptable originals”

P.66 “Placing originals on the glass”

The originals are copied in the order of being scanned.

3 Select the copy modes as required. When you want to copy more than one set, key in the desired number of copies.

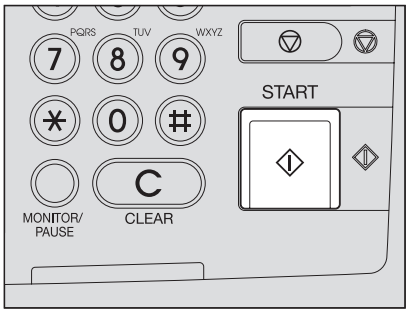


Tips

- Press the [CLEAR] button on the control panel to correct the number keyed in.
- Note that some combinations of copy modes are restricted. (P.382 “Copying Function Combination Matrix”, P.384 “Image Quality Adjustment Combination Matrix”)
- Once the [START] button on the control panel is pressed, any change in copy modes (including setting of the previously divided sets of originals) cannot be applied afterward.

4 Press the [START] button.

Copying starts.



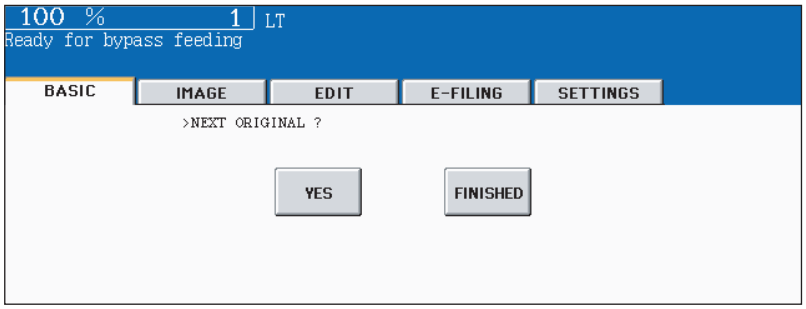
Tip

When you copy by placing originals on the original glass (e.g. using the sort mode, or making 1-sided original 2-sided copies), the data of these originals are scanned into the memory. In this case, proceed to steps 5 and 6.

5 Place the next original, and press the [START] button.

- Data scanning of this original starts.
- The next original will also be scanned in the same manner when you press the [YES] button on the touch panel and then press the [START] button on the control panel.
- Repeat the above procedure until the scanning of the last page of the original finishes.

6 When scanning of all pages has finished, press the [FINISHED] button on the touch panel.



Copying starts. The paper exits with its copied side down.

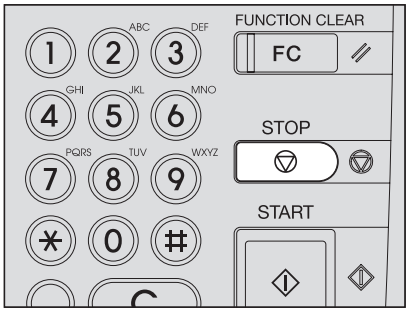
Tips

- When the drawer runs out of paper during copying, the corresponding drawer on the touch panel and the [JOB STATUS] button on the control panel blink. Add paper to this drawer or select another one with the same paper size.
- Be careful because the paper exit area and paper just after exiting are hot.

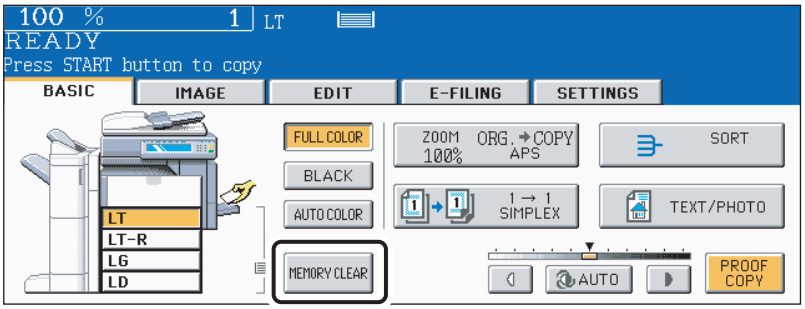
Stopping the copying operation

Press the [STOP] button on the control panel to stop scanning or continuous copying.

1 Press the [STOP] button on the control panel during scanning (or continuous copying).



2 When the following menu is displayed, press the [MEMORY CLEAR] button on the touch panel.



Tips

- If there is any copy job waiting, this job will start.
- During scanning: The data scanned up to then are deleted.
- During continuous copying: Copying stops and the data scanned up to then are deleted.

Scanning the next originals during copying (Auto job start)

You can reserve a copy job by scanning the original during continuous copying or while “READY (WARMING UP)” appears.

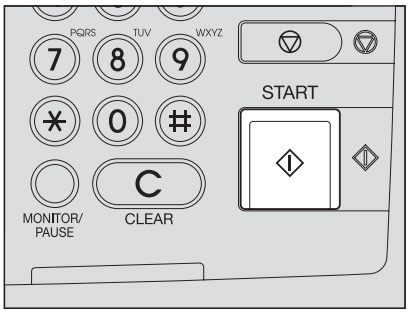
1 Place the original(s).

2 Select the copy mode and set the number of copies.

Tip

Note that the job starts in the copy modes of the previous job unless you set new ones particularly for this job.

3 Press the [START] button on the control panel.



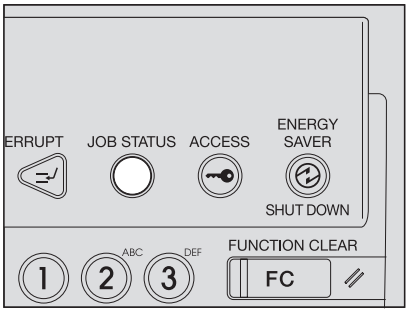
Tips

- Up to 10 jobs can be stored in the memory. When an 11th job is placed on the original glass or the Reversing Automatic Document Feeder (optional) and the [START] button is pressed, “Auto Start” appears on the touch panel.
- A maximum of 1000 LT sheets, or up until the memory becomes full can be accepted per 1 copy job. (📖 P.65 “Maximum number of sheets for scanning”)

Confirming and canceling auto job

Confirming auto job and canceling job in waiting

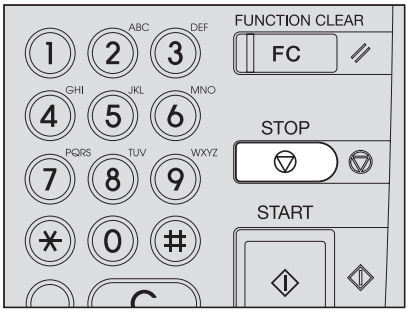
Press the [JOB STATUS] button on the control panel to display the job list for confirming the set auto job and canceling a job waiting to be copied. To cancel auto jobs, see 📖 P.268 “Deleting print jobs”.



Canceling auto job

Press the [STOP] button on the control panel to stop a job while originals are being scanned. To restart the job, press the [START] button. To clear the job, press the [FUNCTION CLEAR] button. (However, the originals which have been scanned before the job is stopped are copied even though the [FUNCTION CLEAR] button is pressed.)

To cancel the 11th auto job, press the [STOP] button.



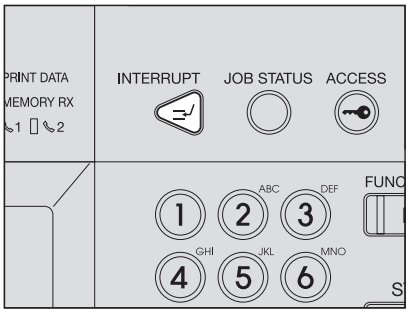
Interrupt copying in progress and make other copies (Interrupt copying)

While continuous copying is in progress, you can interrupt this job with another copy job. The following features cannot be used together with interrupt copying:

- Cover sheet copying
- Sheet insertion copying
- Store to e-Filing
- Job build
- [e-FILING] / [SCAN] / [FAX] buttons

1 Press the [INTERRUPT] button on the control panel.

The [INTERRUPT] button blinks first, then lights after “Job interrupted job 1 saved” appears.



Tip

When the [INTERRUPT] button is pressed while originals are being scanned, the [INTERRUPT] button blinks first. Then the button lights after “Job interrupted job 1 saved” appears when the scanning is finished.

2 Replace the original with a new one.

Set other copy modes as required.

3 Press the [START] button on the control panel.

4 After you have finished the interrupt copying, press the [INTERRUPT] button again.

The message “READY to resume job 1” appears and the interrupted job resumes.

Tip

Interrupt copying is automatically canceled after a certain period by automatic function clearing without the need to press the [INTERRUPT] button again. The interrupted job (= Job 1) resumes after this automatic function clearing.

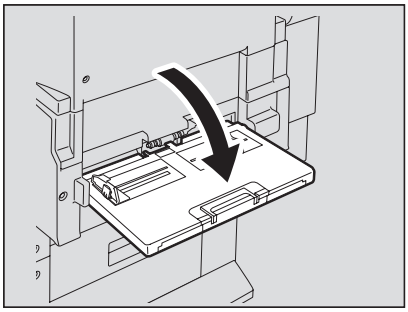
Bypass copying

When you want to make copies on OHP film, sticker labels, or non-standard size paper, place the sheets of paper on the bypass tray. Bypass copying is also recommended for copying on standard size paper which is not in any of the drawers.

Tip

If you select the paper size, you can utilize various functions such as the automatic paper selection (APS) or the automatic magnification selection (AMS). For the details, see P.382 “Copying Function Combination Matrix”.

To carry out bypass copying, open the bypass tray.



The operating procedure of bypass copying differs depending on the paper size used. See the corresponding page for the operating procedure of each size. The table below shows these pages.

Paper size		Procedure
Standard size	LD, LT, LG, ST-R	P.82
	Other than the above	P.86
Others (Non-standard size)		P.88

Tips

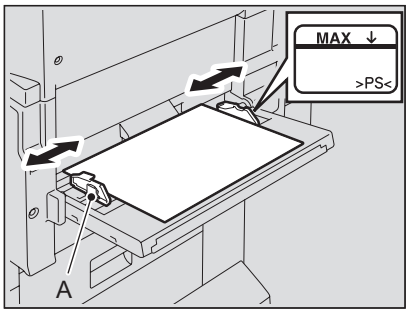
- Bypass copying stops when the paper placed on the bypass tray runs out during copying, even if the same size paper is in any of the drawers. Copying is resumed when paper is supplied to the bypass tray.
- When bypass copying has completed, the [FUNCTION CLEAR] button on the control panel blinks. Press this button to switch it to default copying using the drawers. (Bypass copying is automatically canceled after a certain period by automatic function clearing without the need to press the [FUNCTION CLEAR] button. The bypass copying returns to default copying using the drawers after this automatic function clearing.)

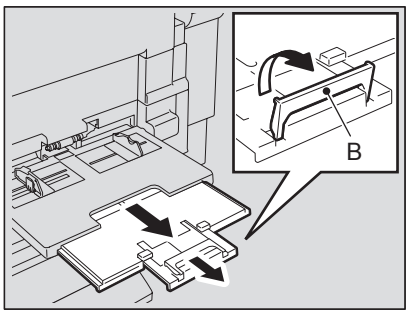
Bypass copying on standard size paper

Copying on LD, LT, LG and ST-R size paper

1 Place some sheets of paper with their copy side down on the bypass tray. Align the side guides to the paper length while holding A.

The message “Ready for bypass feeding” appears.



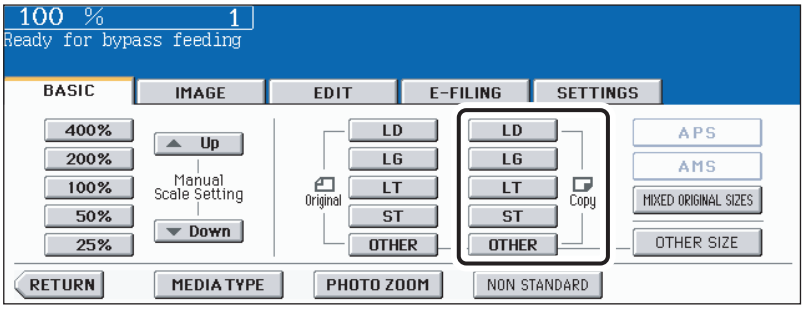


Tips

- Rear side of the side guides of the bypass tray has an indicator for paper height. The height of the sheets must not exceed this indicator.
- When you use more than one sheet, fan the sheets well before setting them on the tray.
- Do not push the sheets into the entrance of the bypass feeder; this may cause a paper jam.
- When the paper size is larger, draw out the three-stage paper holder. Raise B when you use LD or a larger size of paper.

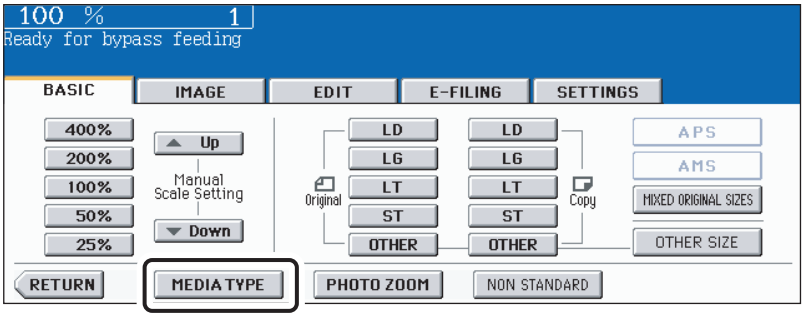
2 Place the original(s).

3 Press the button of the same size as the one of the paper you have set on the tray.

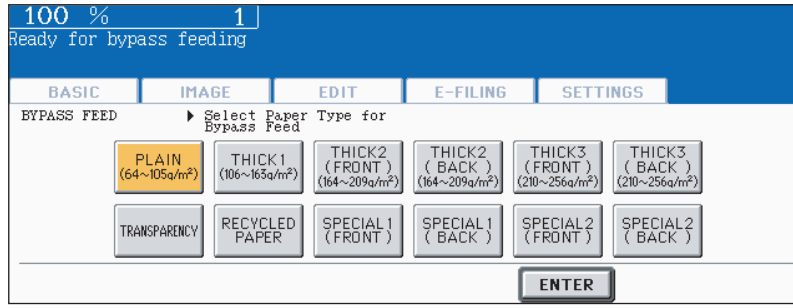


If the paper size is not specified here, copying may be slowed down.

4 Press the [MEDIA TYPE] button on the touch panel if the media type of the paper you have set on the tray is other than plain paper.



5 Press the button of the same media type as the one of the paper you have set on the tray, and then press the [ENTER] button on the touch panel.



- Set other copy modes as required.
- If a media type which is not same as the one you have set is selected here, this may cause a paper jam or significant image trouble.

Tips

- When you want to make 1-sided copies on THICK2, THICK3, SPECIAL1 or SPECIAL2 paper, select (FRONT) for the paper. To make 2-sided copies on this paper, first select (FRONT) for copying on the one side and then select (BACK) on the other side. Be sure to select (FRONT) and (BACK) correctly to make copies with the optimal image quality.

  e.g.: When making a 2-sided copy on a THICK3 paper
  1. Place a sheet of THICK3 paper on the bypass tray.
  2. Select THICK3 (FRONT) and make a 1-sided copy.
  3. Place the paper copied at step 2 on the bypass tray again with its blank side face down.
     If you place the paper on the bypass tray with its top to bottom direction unchanged, the original is copied in ‘open to left’, and if you place it with its top to bottom direction changed, the original is copied in ‘open to top’.
  4. Select THICK3 (BACK) and make a copy.
     - When you want to make 2-sided copies on PLAIN, RECYCLED PAPER or THICK1, use the Automatic Duplexing Unit of the equipment.
     - OHP films cannot be copied 2-sided.

- The paper type which has been set can be confirmed with the touch panel.

PLAIN	--	TRANSPARENCY	
THICK1		RECYCLED PAPER	
THICK2 (FRONT)		SPECIAL1 (FRONT)	
THICK2 (BACK)		SPECIAL1 (BACK)	
THICK3 (FRONT)		SPECIAL2 (FRONT)	
THICK3 (BACK)		SPECIAL2 (BACK)	

6 Press the [START] button on the control panel.

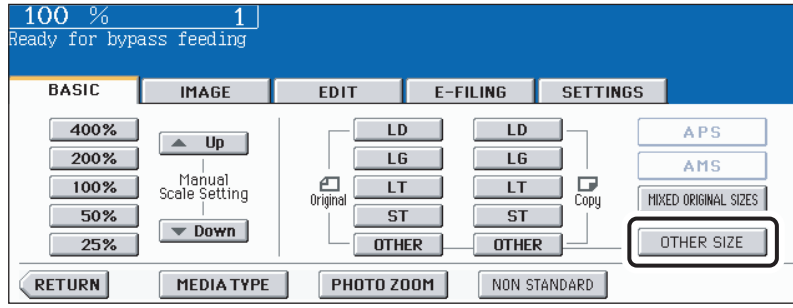
Tip

When you copy on OHP films, remove the copied OHP films, which have exited on to the receiving tray one by one. When the films pile up, they may become curled and may not be projected properly.

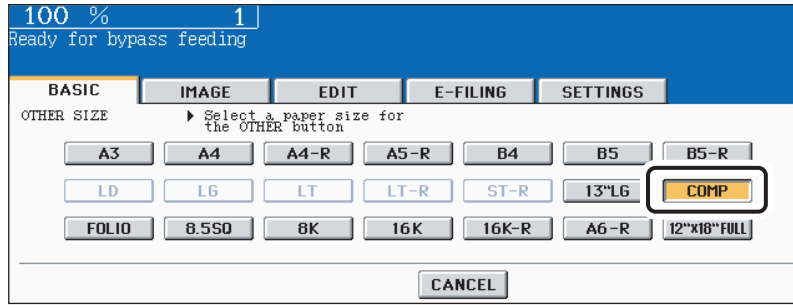
Copying on standard size paper other than LD, LT, LG and ST-R

1 **Place paper and original(s) by following step 1 and 2 in “Copying on LD, LT, LG and ST-R size paper” (P.82).**

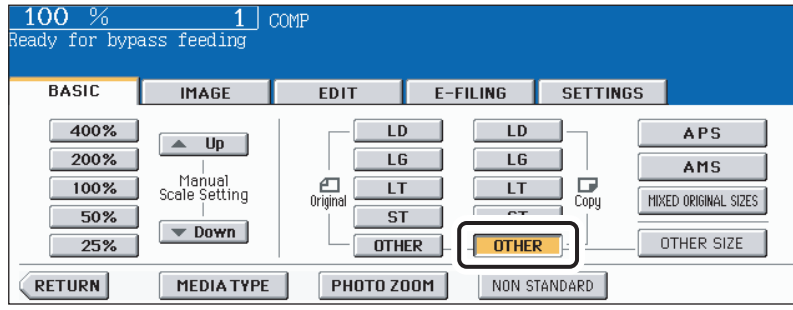
2 **Press the [OTHER SIZE] button on the touch panel.**



3 **Press the button of the same size as the one of the paper you have set on the tray.**

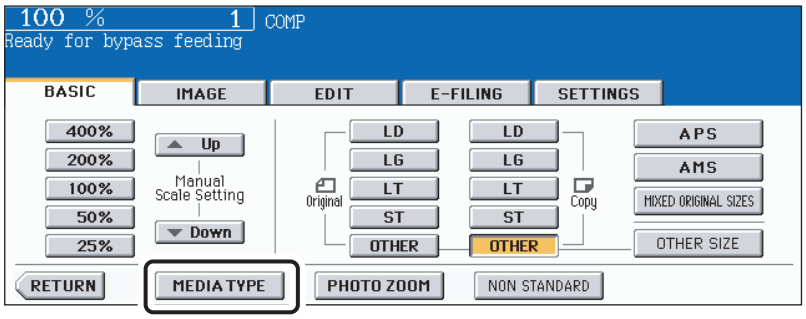


4 **Press the [OTHER] button for the copy size.**



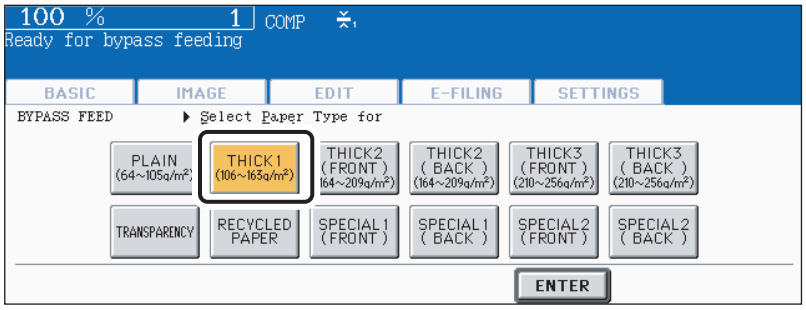
If the paper size is not specified here, copying may be slowed down.

5 Press the [MEDIA TYPE] button on the touch panel if the media type of the paper you have set on the tray is other than plain paper.



6 Press the button of the same media type as the one of the paper you have set on the tray, and then press the [ENTER] button on the touch panel.

E.g.: When Thick paper 1 is set



Set other copy modes as required.

Notes

- If a media type which is not same as the one you have set is selected here, this may cause a paper jam or significant image trouble.
- If the paper size is not specified here, some operations such as cleaning may slow down the copying.

Tip

The paper type which has been set can be confirmed with the touch panel. See the table in P.82 “Bypass copying on standard size paper” step 5.

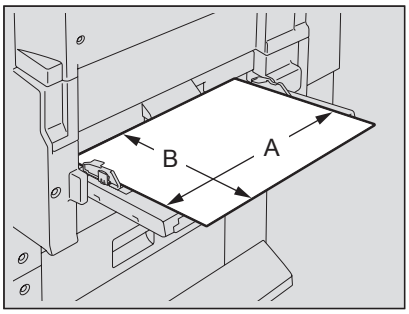
7 Press the [START] button on the control panel.

Tip

When you copy on OHP films, remove the copied OHP films, which have exited on to the receiving tray one by one. When the films pile up, they may become curled and may not be projected properly.

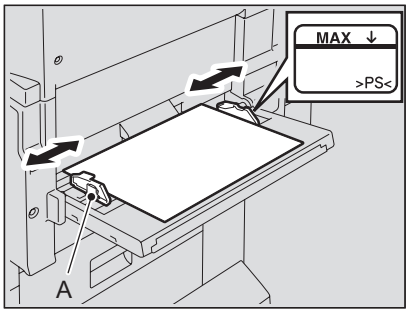
Bypass copying on non-standard size paper

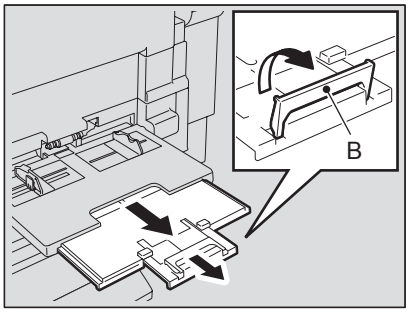
Non-standard size paper should be within the following ranges: A (Length): 3.9" to 11.7", B (Width): 5.8" to 17"



1 Place some sheets of paper with their copy side down on the bypass tray. Align the side guides to the paper length while holding A.

The message “Ready for bypass feeding” appears.



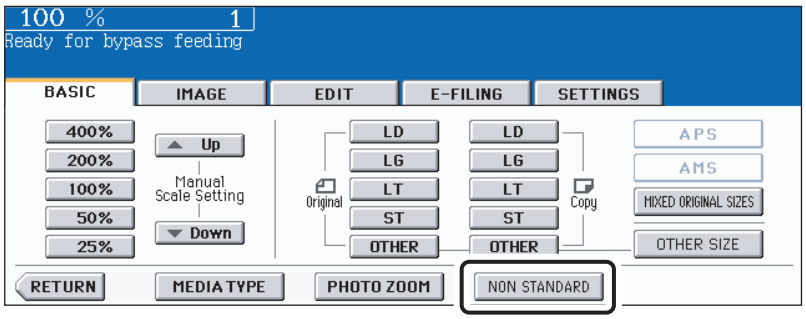


Tips

- Rear side of the side guides of the bypass tray has an indicator for paper height. The height of the sheets must not exceed this indicator.
- When you use more than one sheet, fan the sheets well before setting them on the tray.
- Do not push the sheets into the entrance of the bypass feeder; it may cause a paper jam.
- When the paper size is larger, draw out the three-stage paper holder. Raise B when you use LD or a larger size of paper.

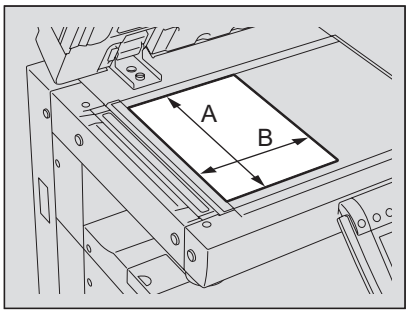
2 Place the original on the original glass.

3 Press the [NON STANDARD] button on the touch panel.



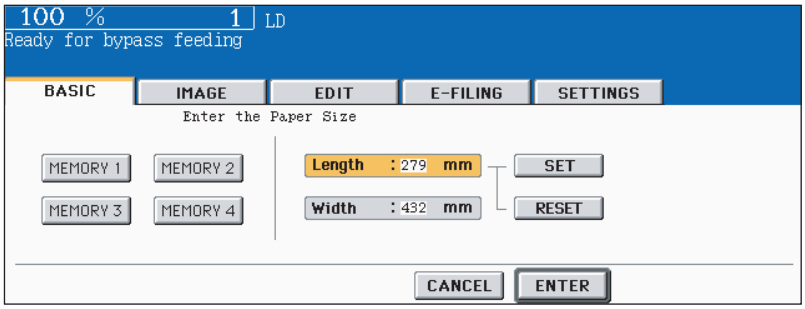
4 Set each dimension following the procedure below.

The [Length] and [Width] are indicated as follows:
A: [Length]
B: [Width]



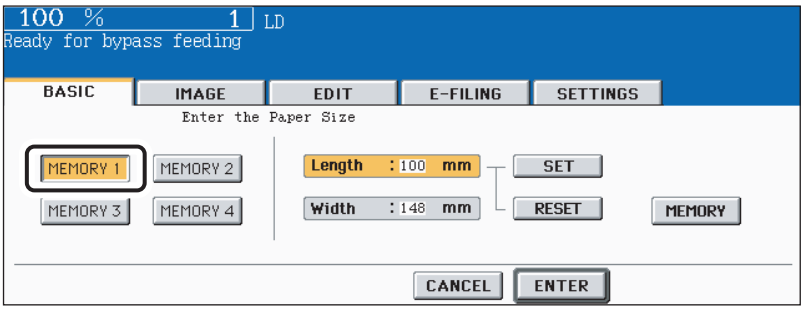
Using the digital keys

Key in the value in [Length] and press the [SET] button on the touch panel. Set the width in the same way and press the [ENTER] button.



Recalling dimensions registered in the memory

Press the desired memory number button from [MEMORY 1] to [MEMORY 4] to recall the dimension data registered previously, and then press the [ENTER] button.



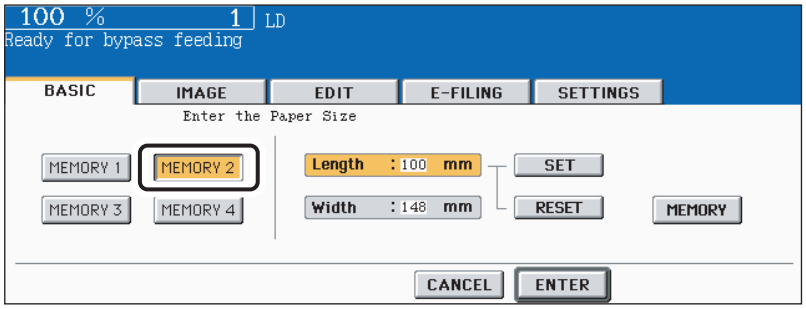
- Set other copy modes as required.
- Paper size that can be set is as follows:
  Length: 100 mm (3.94") to 297 mm (11.69")
  Width: 148 mm (5.83") to 432 mm (17.01")
- To register the dimension data in the memory, see P.91 “Registering non-standard size in the memory”.

5 Press the [START] button on the control panel.

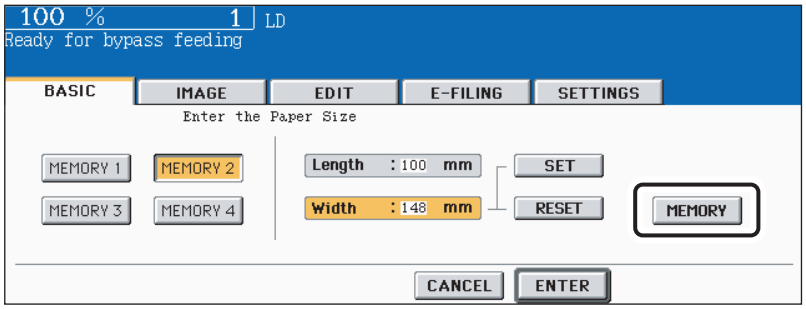
Registering non-standard size in the memory

1 **Follow steps 1 to 3 on “Bypass copying on non-standard size paper” (P.88).**

2 **Press the memory number button (from [MEMORY 1] to [MEMORY 4]) you want to register the dimension.**



3 **Key in each dimension, and press the [MEMORY] button on the touch panel.**



- Key in its length in [Length] and press the [SET] button on the touch panel. Set its width in the same manner.
- Paper size that can be set is as follows:
  Length: 100 mm (3.94") to 297 mm (11.69")
  Width: 148 mm (5.83") to 432 mm (17.01")

Proof Copy

This function allows you to check that the copy density, zoom and margin width, etc. are properly set by making only one set of copies.
You can prevent miscopying by using this function before committing yourself to mass-copying.

Notes

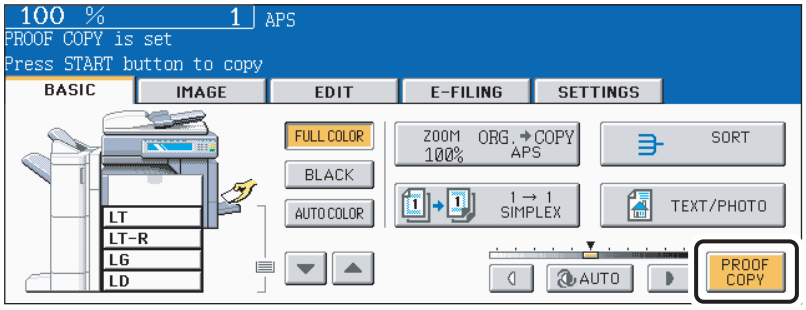
- The setting of the number of copy sets, page number, time stamp, sort/stapling (when the optional Finisher has been installed) and hole punch (when the optional Hole Punch Unit has been installed) can be changed after having made the proof copy.
- Press the [MEMORY CLEAR] button to clear the proof copy before changing the setting of the zoom or copy density, etc. When you make copies again after changing the settings, the data of the originals need to be scanned.

1 Place paper in the drawer(s).

2 Place the original(s).

3 Select the copy modes as required.

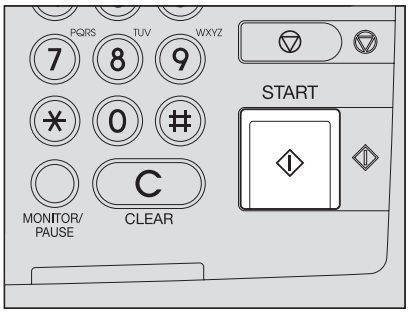
4 Press the [PROOF COPY] button.



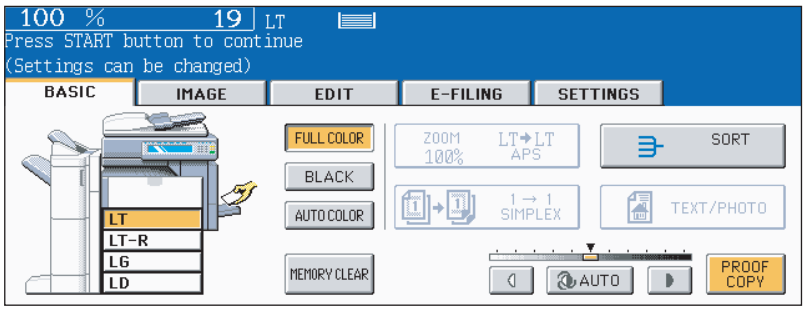
- "PROOF COPY is set Press START button to copy" appears. (for approx. 2 sec.)
- If "NON-SORT/NON-STAPLE" or "GROUP" is set as the finishing mode, the setting will be changed to "SORT" automatically.

5 Press the [START] button.

The data scanning of the originals is started and one set of copies is made.



6 Change the settings as required.



- The setting of the number of copy sets, page number, time stamp, sort/stapling (when the optional Finisher has been installed) and hole punch (when the optional Hole Punch Unit has been installed) can be changed.
- If you want to change the setting of the copy density, original mode, zoom or simplex/duplex, press the [MEMORY CLEAR] button to clear the proof copy. After the change, perform the instructions from step 1 again.

7 Press the [START] button.

If the number of copy sets is not changed in step 6, one less than the previously specified number is copied. However, if “1” is specified for the number of copy sets, one set of copies is made.

3

SETTING OF BASIC COPY MODES

This chapter describes the basic useful copying functions including Enlargement and Reduction Copying, Selecting Finishing Modes, Duplex Copying and such.

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Paper Selection

Automatic Paper Selection (APS)

When you place standard size originals on the original glass or the Reversing Automatic Document Feeder (optional), the size of the originals is automatically detected, which helps the equipment select paper that is the same size as the originals.

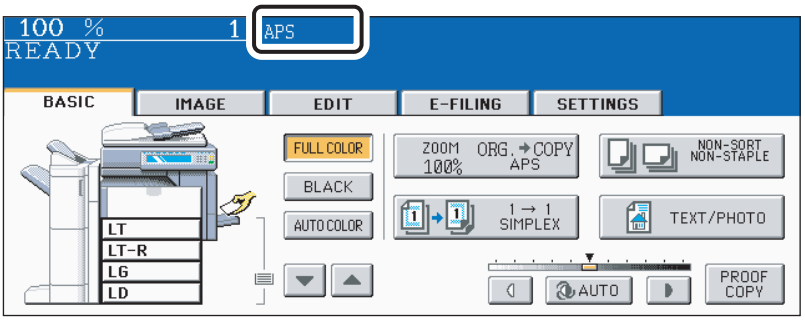
Tips

- The automatic paper selection may not work correctly depending on the type of the originals. In that case, select the paper size manually.(P.98 “Manual paper selection”)
- For original sizes available for automatic paper selection, see P.64 “Acceptable originals”.

1 Place paper in the drawer(s).

2 Place the original(s).

3 Confirm that automatic paper selection has been selected on the basic menu.



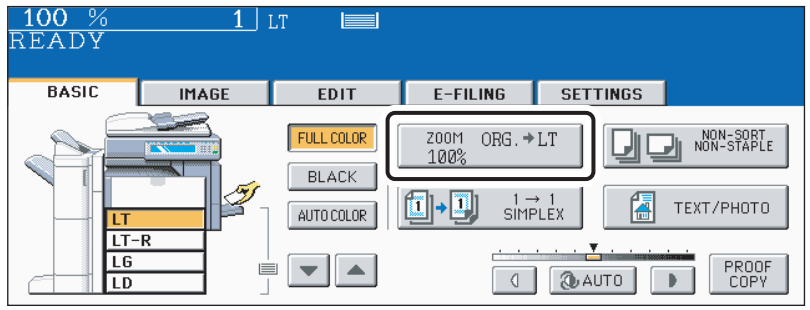
- Automatic paper selection is selected by default at the installation of the equipment.
- If “Change direction of original” or “CHANGE DRAWER TO CORRECT PAPER SIZE” appears, perform the action accordingly.
- Set other copy modes as required.

Tip

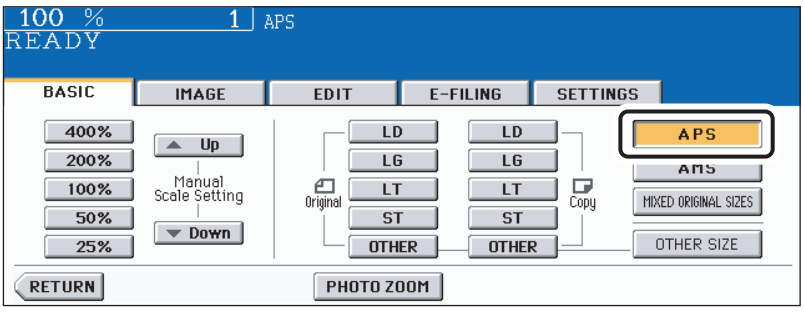
Even if the direction of the paper set in the selected drawer differs from that of the original, the equipment rotates the data of the original by 90 degrees to make copies as long as their sizes are the same. (This works on LT paper only.) For example, when an LT original is set in a portrait direction and LT-R paper is placed in the drawer, the data of LT original will be rotated and copied correctly on LT-R paper.

When automatic paper selection is not selected

(1) Press the Enlargement/Reduction ([ZOOM...]) button.



(2) Press the [APS] button.



4 Press the [START] button.

Manual paper selection

Automatic paper selection cannot be selected for the following originals because their sizes are not detected correctly. Select the paper size manually for these originals.

- Highly transparent originals (e.g. OHP film, tracing paper)
- Wholly dark originals or originals with dark borders
- Non-standard size originals (e.g. newspapers, magazines)

Tip

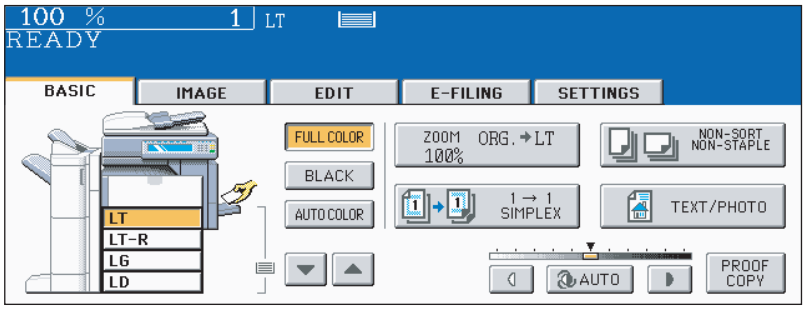
When the desired size of paper is not set in any of the drawers, place this size of paper in the selected drawer or place the paper on the bypass tray manually.
(P.53 “Placing paper in the drawer”, P.81 “Bypass Copying”)

1 Place paper in the drawer(s).

When using the bypass tray, be sure to specify the paper size.

2 Place the original(s).

3 Press the drawer button representing the desired paper size on the touch panel.



- You can use the paper source selection (▲ / ▼) buttons to select the desired drawer.
- Set other copy modes as required.

4 Press the [START] button.

Copying mixed-sized originals in one operation (mixed original size)

You can copy a set of originals whose sizes are individually different, using the Reversing Automatic Document Feeder (optional), by pressing the [MIXED ORIGINAL SIZE] button.

Tips

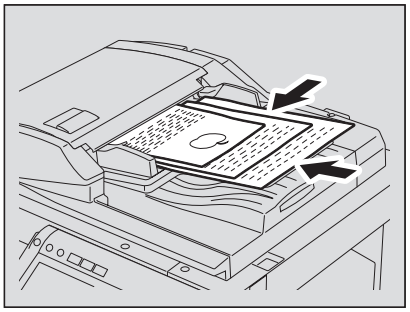
- This mixed original size setting is available only in the following combinations.
  LD, LG, LT, LT-R, 8.5", SQ, COMP
- Note that the copied image may become skewed depending on the combination of originals.

1 Place paper in the drawer(s).

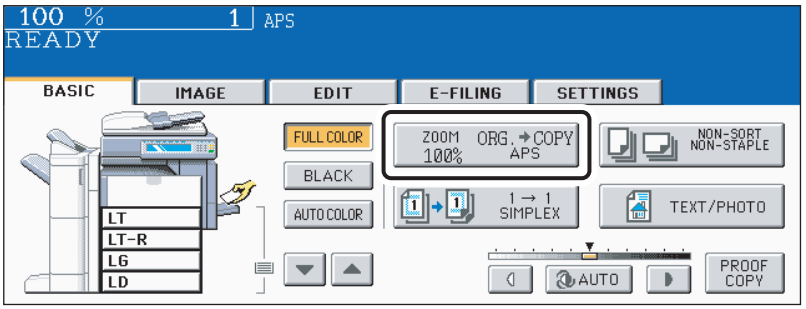
Bypass copying is not available.

2 Adjust the side guides to the widest original, and then align the original against the guide at the front side.

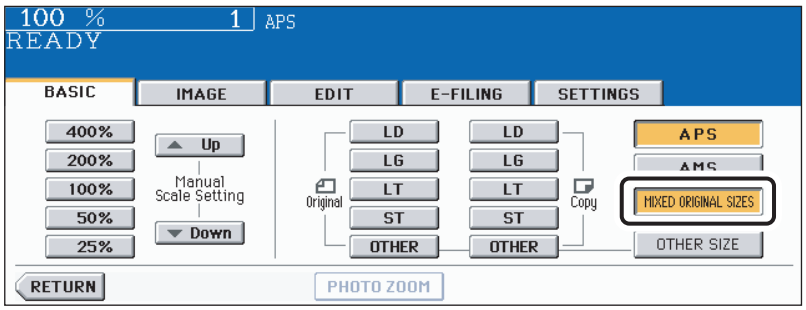
Place the originals face up.



3 Press the Enlargement/Reduction ([ZOOM...]) button to enter the setting menu of the original or paper size.



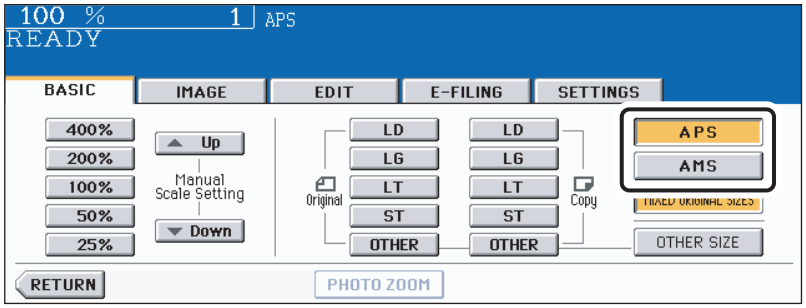
4 Press the [MIXED ORIGINAL SIZES] button.



5 Select either automatic paper selection (APS) or automatic magnification selection (AMS).

Automatic paper selection: Copies on the same size of paper as that of originals (P.96).

Automatic magnification selection: Copies all in one size (P.102).



- Before you use automatic paper selection, be sure that all paper sizes corresponding to the original sizes have been set in the drawers.
- In automatic magnification selection, the copies cannot be enlarged from LT (portrait) to LD (landscape)/LG (landscape).
- If “Change direction of original” appears when [AMS] is used with [MIXED ORIGINAL SIZES], change the direction according to the message.
- Set other copy modes as required.

6 Press the [START] button.

Switching Color Mode

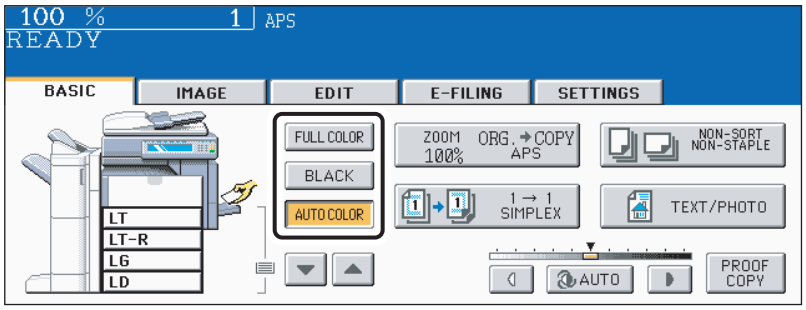
This function allows you to switch color modes. There are three types of color modes as follows:

FULL COLOR: All originals are copied in full color regardless of the type of each original.

BLACK: All originals are copied in black regardless of the type of each original. (Default setting)

AUTO COLOR: The equipment automatically judges the type of each original. Colored originals are copied in full color and black-and-white originals are copied in black.

1 Press the [FULL COLOR], [BLACK] or [AUTO COLOR] button.



Tip

When you use “AUTO COLOR”, note the following points:
When the colored area in an original is extremely small, when the colors of the original are close to black, or when the colors of an original are too light, these originals may be automatically copied in black even though they are colored. Also yellowed originals or originals with a colored background may be automatically copied in full color even though they are black-and-white. Select the full color mode or the black mode depending on the state of the original to reproduce exact colors.

Enlargement and Reduction Copying

You can enlarge or reduce the size of copies by means of the following procedures.

- Specifying the copy paper size in advance so that the equipment will detect the original size and automatically select the most appropriate reproduction ratio for the copy paper size (= automatic magnification selection)
- Specifying both original size and copy paper size separately
- Using the zoom buttons or the one-touch zoom buttons
- Copying photo originals in the best reproduction ratio for copy paper size (photo zoom)

Tip

The enlargement/reduction ratio available differs depending on whether the originals have been set on the original glass or on the Reversing Automatic Document Feeder (optional).

On the original glass: 25 to 400%

On the Reversing Automatic Document Feeder: 25 to 200%

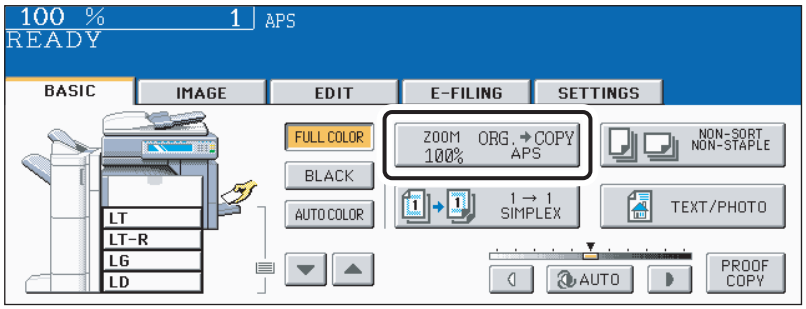
Automatic Magnification Selection (AMS)

Notes

- The automatic magnification selection cannot be selected for the following originals. Set their reproduction ratios in other ways.
  - Highly transparent originals (e.g. OHP film, tracing paper)
  - Wholly dark originals or originals with dark borders
  - Non-standard size originals (e.g. newspapers, magazines)
- For the original sizes available for this automatic magnification selection, see 📖 P.64 “Acceptable originals”.

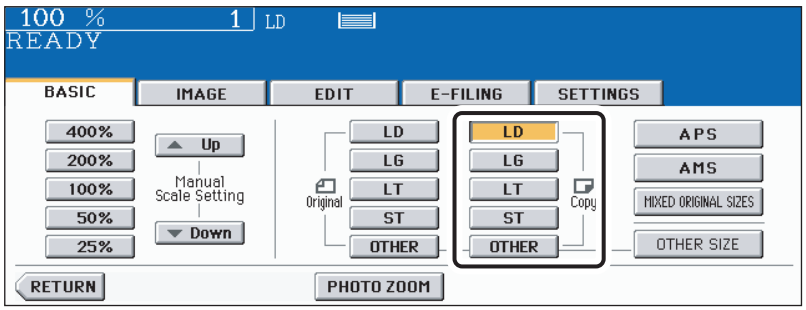
1 Place paper in the drawer(s).

2 Press the Enlargement/Reduction ([ZOOM...]) button.



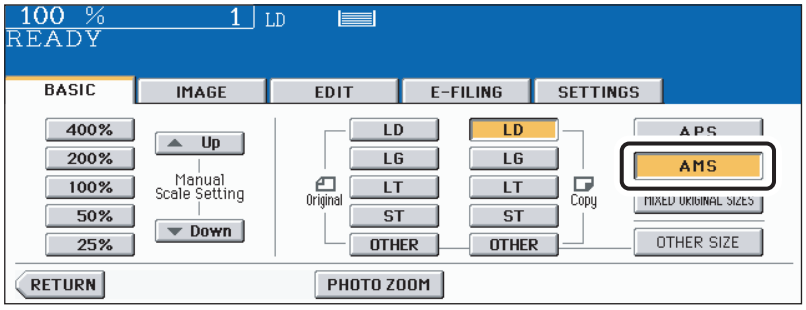
3 Press the button representing the desired copy paper size.

E.g.: When LD-size paper is selected



The copy paper size can also be set by pressing the drawer button on the touch panel.

4 Press the [AMS] button.



5 Place the original(s).

- If “Change direction of original” appears, make the change accordingly.
- Set other copy modes as required.
- In Rotate Sort mode all copies are delivered to the receiving tray.

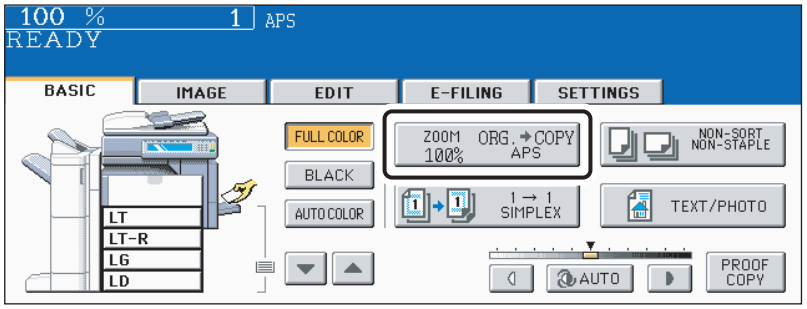
6 Press the [START] button.

Specifying both original size and copy size separately

1 **Place paper in the drawer(s).**

2 **Place the original(s).**

3 **Press the Enlargement/Reduction ([ZOOM...]) button.**

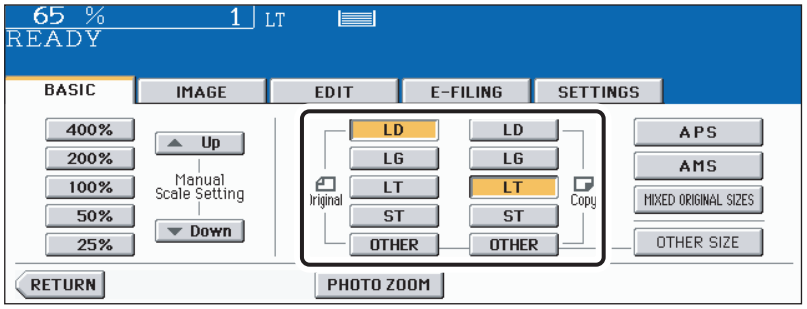


4 **Specify the original size and copy paper size.**

Original size: Press the size button representing the same size as that of the set original.

Copy paper size: Press the size button representing the desired copy paper size.

E.g.: When LD for the original size and LT for the copy paper size are selected



- The copy paper size can also be set by pressing the drawer button on the touch panel.
- When the original size and copy paper size have been specified, the enlargement/reduction ratio is computed and displayed on the touch panel.
- Set other copy modes as required.

Tip

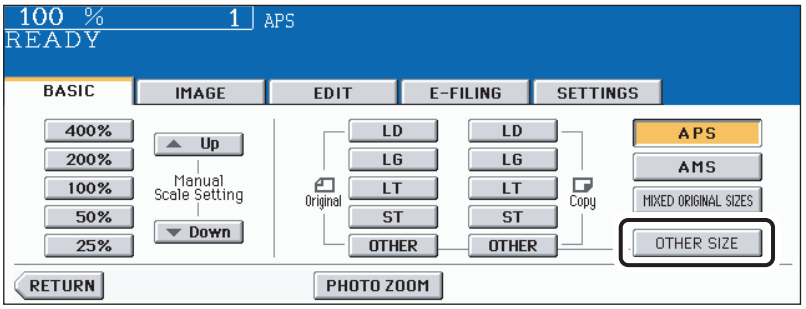
When the original or copy paper is a standard size other than LD, LG, LT or ST, you need to register this paper size in the selections of the [OTHER] button in advance. See “When a standard size paper other than LD, LG, LT and ST-R is set” below for the registration.

5 **Press the [START] button.**

When a standard size paper other than LD, LG, LT and ST-R is set

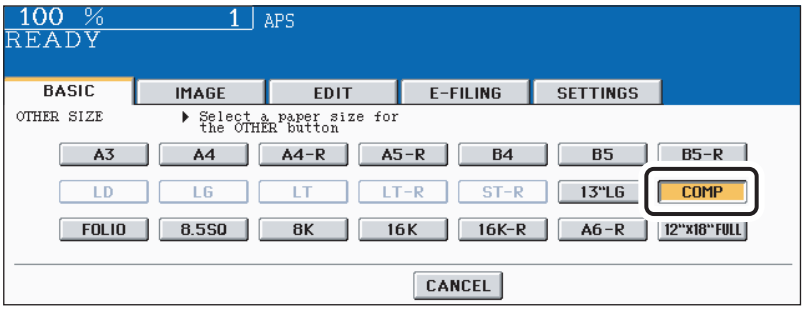
Register the size of the placed paper to the [OTHER] button with the following procedure. The registered paper size is automatically selected when the [OTHER] button is pressed.

1 Press the [OTHER SIZE] button.

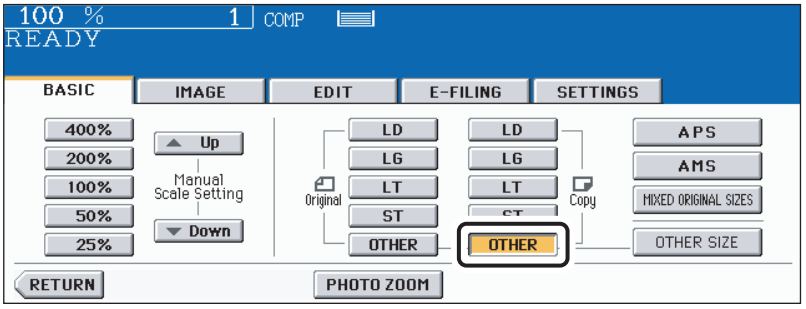


2 Press the paper size button corresponding to the paper that has been set.

E.g.: When COMP-size paper is set



3 Press the [OTHER] button.

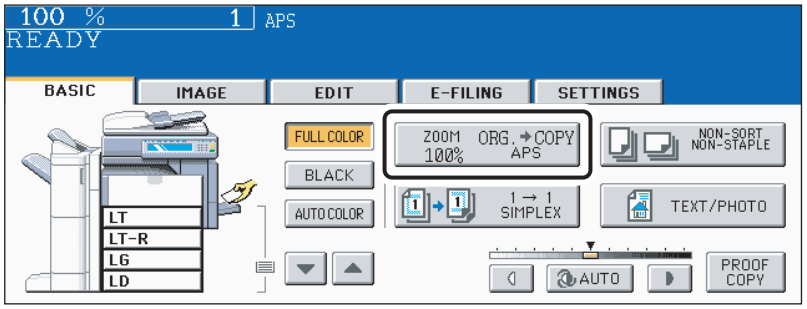


Using the zoom buttons or the one-touch zoom buttons

1 **Place paper in the drawer(s).**

2 **Place the original(s).**

3 **Press the Enlargement/Reduction ([ZOOM...]) button.**



4 **Press the following buttons to set the desired reproduction ratio.**

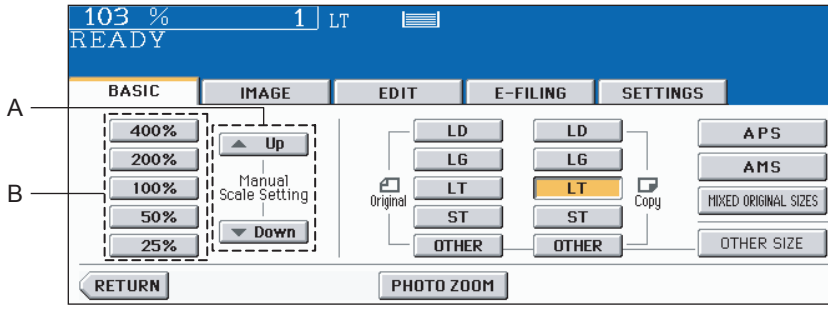
A: Zoom (Up / Down) buttons

The reproduction ratio changes by 1% every time it is pressed. When you hold down either of them, the ratio goes up or down automatically.

B: One-touch zoom buttons

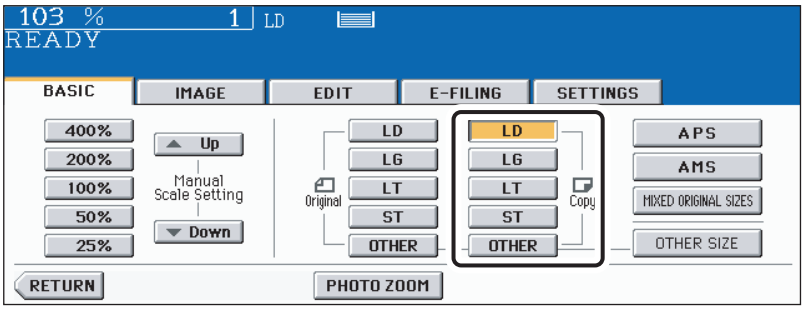
You can select the ratio from [400%], [200%], [100%], [50%] and [25%].

The maximum ratio when the Reversing Automatic Document Feeder (optional) is used is 200%.



5 Press the button representing the desired copy paper size.

E.g.: When LD-size paper is selected



- The copy paper size can also be set by pressing the drawer button on the touch panel.
- Set other copy modes as required.

6 Press the [START] button.

Copying photo originals in the best reproduction ratio for copy paper size

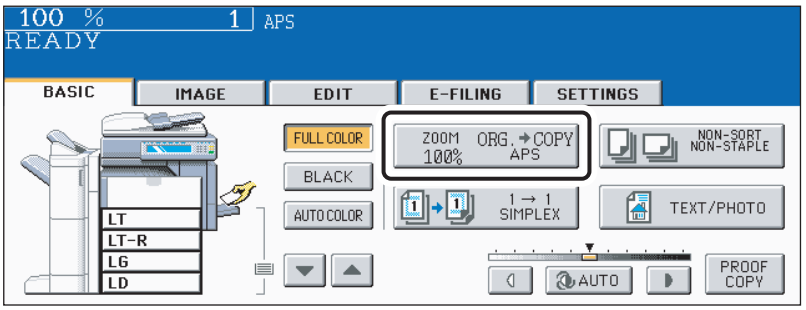
1 **Place paper in the drawer(s).**

2 **Place the original on the original glass.**

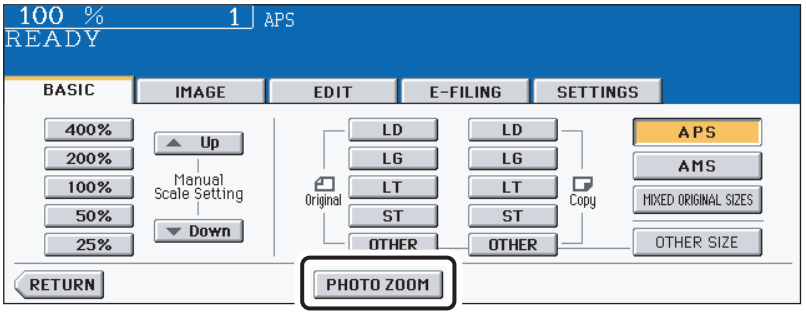
Note

Place the original in a landscape direction.

3 **Press the Enlargement/Reduction ([Zoom…]) button.**

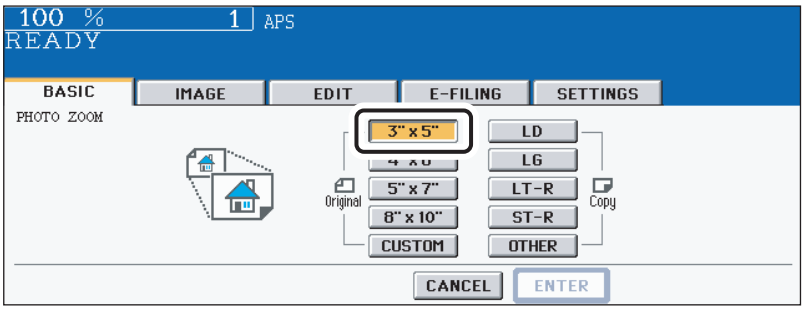


4 **Press the [PHOTO ZOOM] button.**



5 Specify the original size.

The size can be selected from “3" x 5"”, “4" x 6"”, “5" x 7"” and “8" x 10"”.
E.g.: When placing 3" x 5" photo original

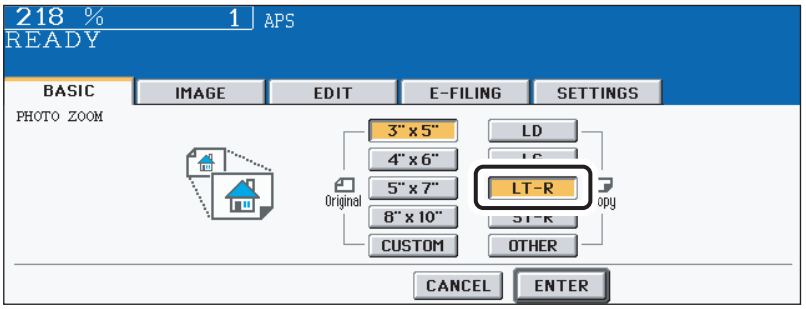


Tip

If the original size is other than “3" x 5"”, “4" x 6"”, “5" x 7"” or “8" x 10"”, key in the horizontal and vertical sizes of the original manually. For how to key them in, see “When placing photo originals in other sizes”.

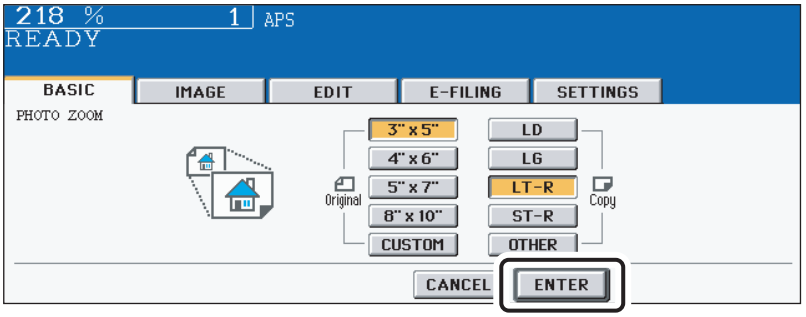
6 Specify the copy paper size.

E.g.: When selecting LT-R paper



- When you specify original size and copy paper size, the enlargement or reduction ratio is automatically calculated and displayed on the menu.
- If the copy paper size is a standard size other than LD, LG, LT or ST-R, you need to register the size to the [OTHER] button in advance. For how to register it, see P.105 “When a standard size paper other than LD, LG, LT and ST-R is set”.

7 Press the [ENTER] button.



- Select other copy modes as required.

8 **Press the [START] button.**

- If the finishing mode is “Non-sort / Non-staple”, the original will be scanned and copying will start. If not, proceed to steps 9 and 10.

9 **Place the next original, and press the [START] button.**

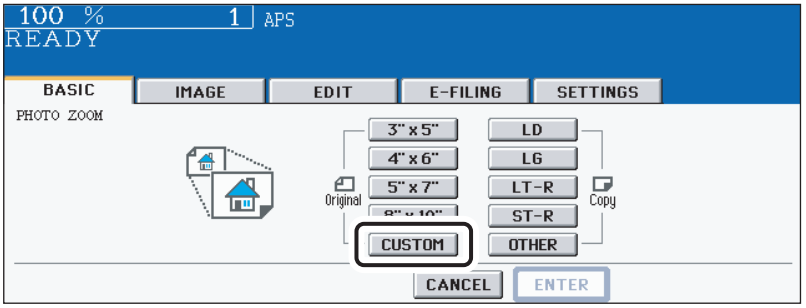
- Data scanning of this original starts.
- The next original will also be scanned in the same manner when you press the [YES] button on the touch panel and then press the [START] button on the control panel.
- Repeat the above procedure until the scanning of the last page of the original finishes.

10 **When scanning of all pages has finished, press the [FINISHED] button on the touch panel.**

Copying starts.

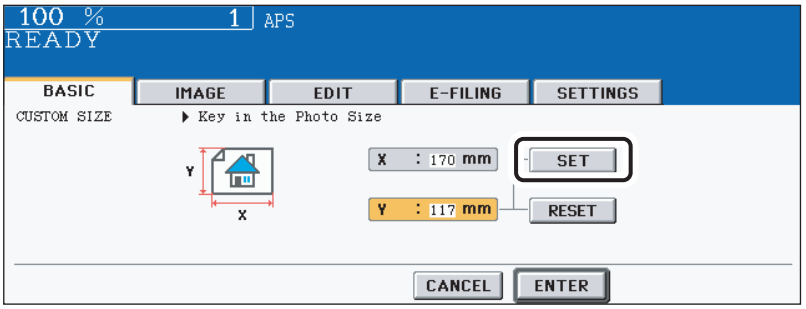
When placing photo originals in other sizes

1 **Press the [CUSTOM] button.**

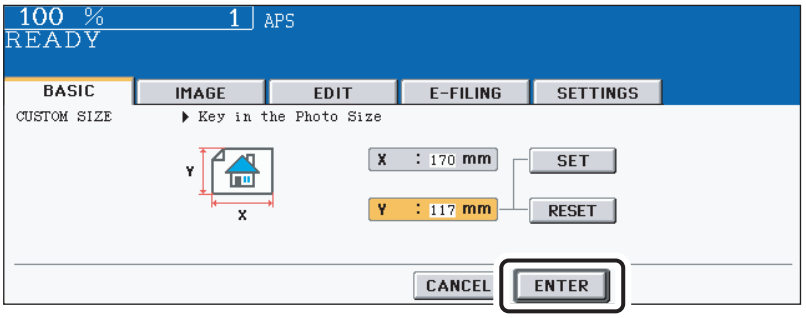


2 **Key in the original size.**

Key in the value of the width (X) of the original, and then press the [SET] button. Then key in its length (Y). Acceptable ranges are as follows:
Width (X): 10 to 434 mm (0.39" to 17.09")
Length (Y): 10 to 300 mm (0.39" to 11.81")



3 Press the [ENTER] button.



Selecting Finishing Modes

Type of finishing mode

The available finishing modes differ depending on the type of finishing device installed (MJ-1030, MJ-1101, MJ-6004 or MJ-6101). Check the available finishing modes with the table below.

Yes: Available
No: Not available

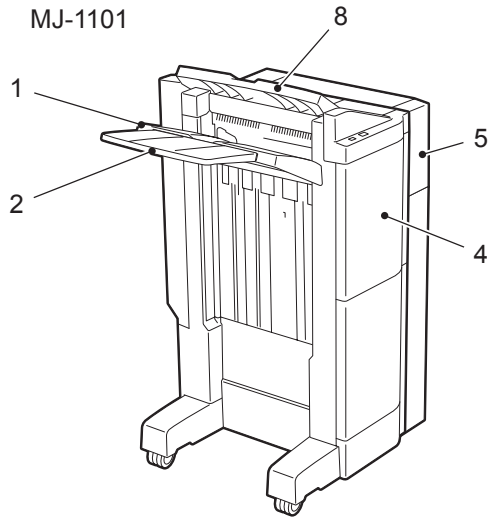
Finishing device	Type of finishing mode						
	Sort/ Group	Rotate sort	Staple sort	Maga-zine sort	Maga-zine sort & Saddle stitch	Saddle stitch	Hole punch
MJ-1030 + MJ-6004	Yes	Yes	Yes	Yes	Yes	Yes	Yes
MJ-1030	Yes	Yes	Yes	Yes	Yes	Yes	No
MJ-1101 + MJ-6101	Yes	Yes	Yes	Yes	No	No	Yes
MJ-1101	Yes	Yes	Yes	Yes	No	No	No
No finishing device	Yes	Yes	No	Yes	No	No	No

MJ-1030: Saddle Stitch Finisher
MJ-1101: Finisher
MJ-6004: Hole Punch Unit (for MJ-1030)
MJ-6101: Hole Punch Unit (for MJ-1101)

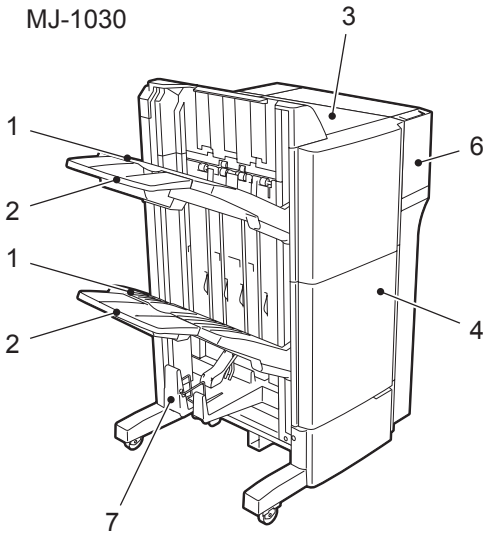
Name of each part in the Finisher (optional)

1. Tray
2. Sub-tray
3. Upper cover
4. Front cover
5. Hole Punch Unit (MJ-6101)
6. Hole Punch Unit (MJ-6004)
7. Saddle stitch tray
8. Fixed tray

MJ-1101



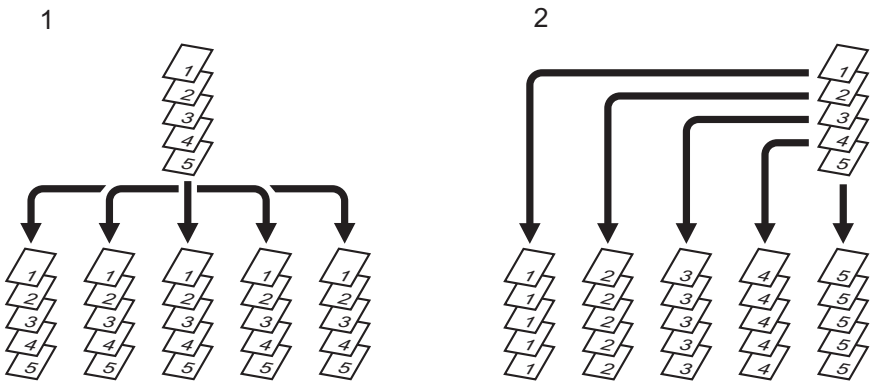
MJ-1030



Sort/Group copying

To make multiple copies, select the sort mode or the group mode as required.

(Example of making 5 sets of copies from 5 original sheets)
1. Sort copying
2. Group copying



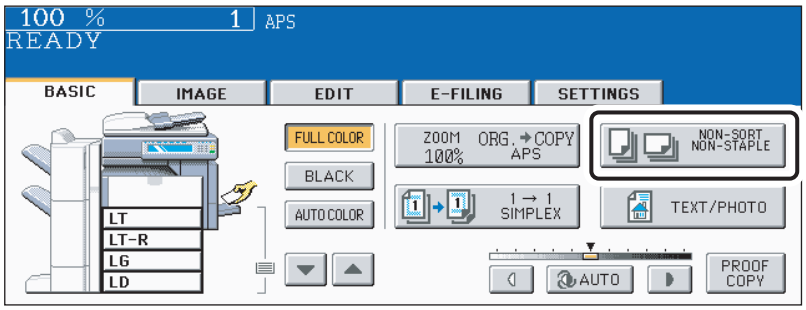
Tip

When you use the LD or LG size copy paper, pull out the sub-tray in advance. The copied paper may fall or may not be sorted properly without the sub-tray.

1 Place paper in the drawer(s).

2 Place the original(s).

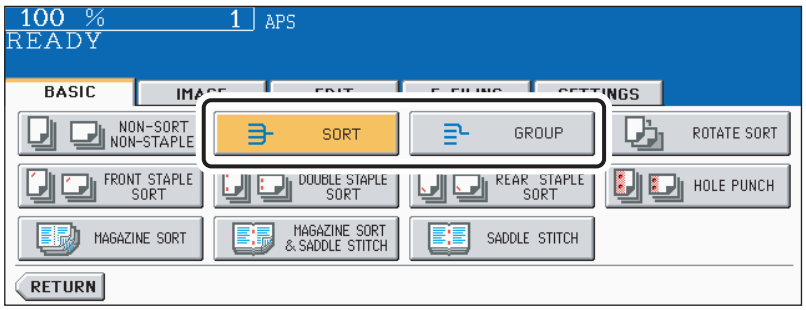
3 Press the finisher button on the basic menu.



Tip

When the original is placed in the Reversing Automatic Document Feeder (optional), the sort mode is automatically selected.

4 Press the [SORT] (or [GROUP]) button.

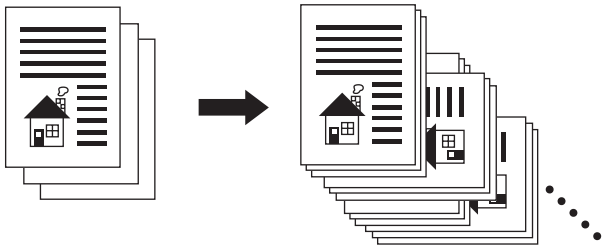


Set other copy modes as required.

5 Press the [START] button.

Rotate sort mode

In the rotate sort mode, one set of copies is made to exit on another set of copies, being alternated lengthwise or crosswise.
The available paper sizes for this mode is LT/LT-R. Set the LT/LT-R size paper in the drawers or on the bypass tray in advance. Paper exits to the receiving tray in this mode.



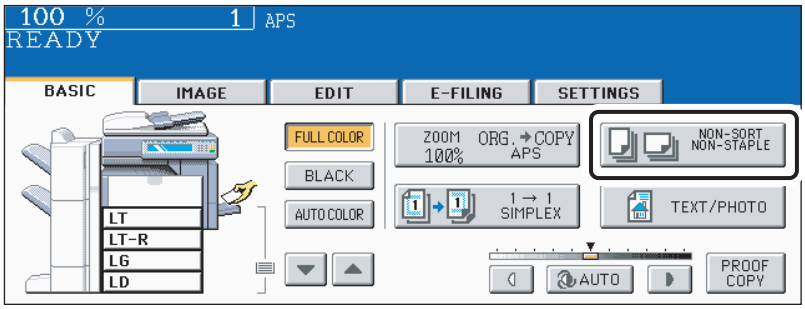
Notes

- This mode cannot be used with automatic paper selection.
- The receiving tray loading capacity is approx. 550 sheets (28 lb. Bond), which may vary depending on the condition of paper curl.

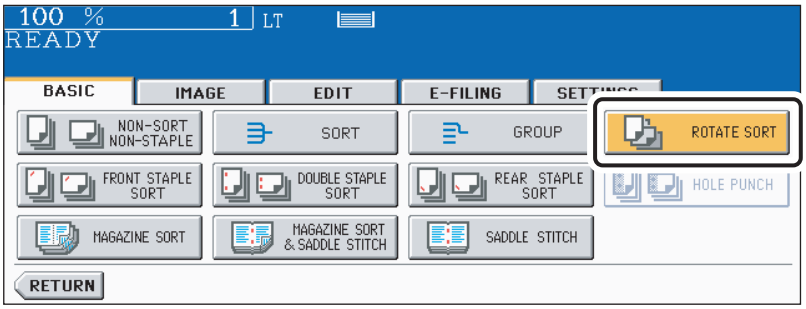
1 Place paper in the drawer(s).

2 Place the original(s).

3 Press the finisher button on the basic menu.



4 **Press the [ROTATE SORT] button.**



Set other copy modes as required.

5 **Press the [START] button.**

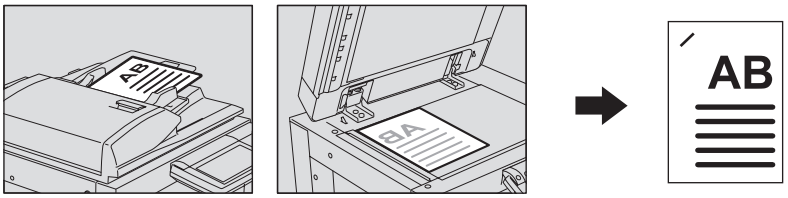
Staple sort mode

When the Finisher (optional) is installed, automatic stapling is enabled. You can select the stapling position from three types.

Notes

- Special paper such as OHP films or sticker label cannot be used for stapling.
- Copies in different size cannot be stapled. (When the lengths of the copies are the same, they can be stapled even if their sizes are different.)

(Example of selecting the [FRONT STAPLE SORT] button)

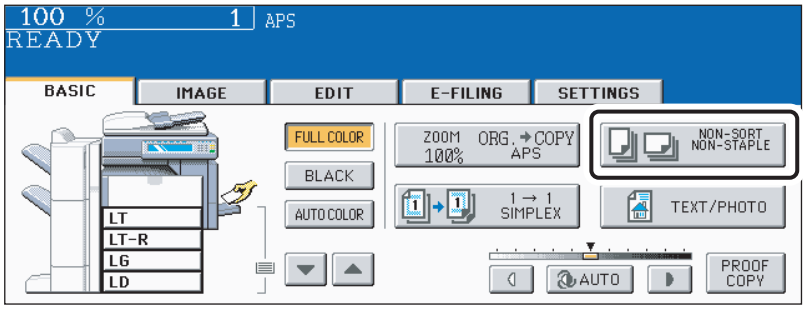


1 **Place paper in the drawer(s).**

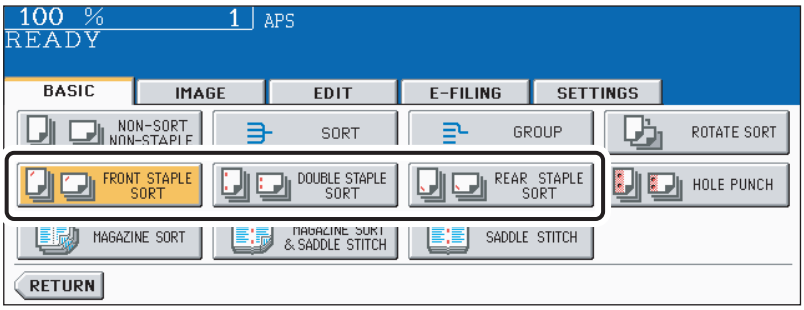
When using this mode in bypass copying, specify the paper size in advance. (P.81 “Bypass Copying”)

2 **Place the original(s).**

3 Press the finisher button on the basic menu.



4 Press the [FRONT STAPLE SORT] (or [DOUBLE STAPLE SORT] or [REAR STAPLE SORT]) button.



Set other copy modes as required.

5 Press the [START] button.

Tip

If the paper quantity exceeds the maximum number of sheets that can be stapled, the Finisher automatically enters the sort mode.

Maximum number of sheets for stapling

- For the tray loading capacity, see P.377 “Specifications of Options”
- Two covers of 17 lb. Bond to 140 lb. Index can be added. In this case, the covers are included in the maximum number of sheets that can be stapled.

Saddle Stitch Finisher (MJ-1030)/Finisher (MJ-1101)

LT	Plain paper, Recycled paper	17-20lb.Bond	50 sheets
	Plain paper	21-24lb.Bond	30 sheets *1
		25-28lb.Bond	30 sheets *2
LD, LG, LT-R, COMP	Plain paper, Recycled paper	17-20lb.Bond	30 sheets
	Plain paper	21-28lb.Bond	15 sheets

*1 MJ-1030: 26 sheets
*2 MJ-1030: 24 sheets

Magazine sort & saddle stitch mode (booklet mode)

In the magazine sort mode, more than one original can be copied and bound like magazines or booklets. Also, a set of copied sheets can be automatically folded and stapled at its center when the Saddle Stitch Finisher (optional) is installed. The available copy paper sizes for these modes are LD, LT-R and LG.
The paper weight applicable for this mode is 17 to 28 lb. Bond.

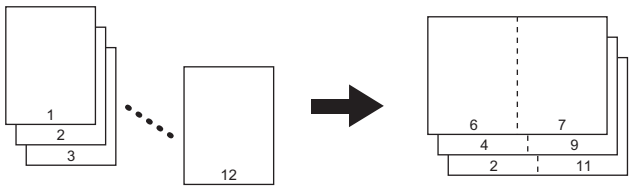
Note

Special paper such as OHP films or sticker label cannot be used for saddle stitching.

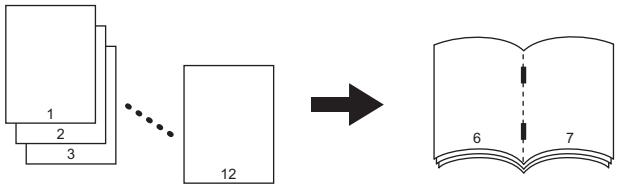
Tip

When placing portrait originals horizontal to you in the magazine sort mode, set the Image Direction in the edit menu. Otherwise the originals will not be copied in the proper page order.
(📖 P.194 “IMAGE DIRECTION”)

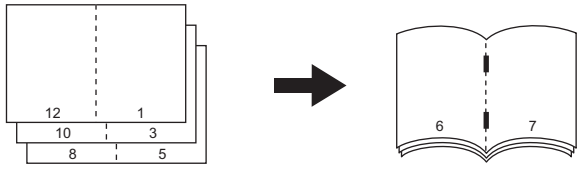
1. When [MAGAZINE SORT] is selected



2. When [MAGAZINE SORT & SADDLE STITCH] is selected



3. When [SADDLE STITCH] is selected



You can select the magazine sort mode from the edit menu, as well as from the basic menu. When this mode is selected from the edit menu, you can adjust the binding margin of the copy. To select this mode from the edit menu, see 📖 P.172 “MAGAZINE SORT”.

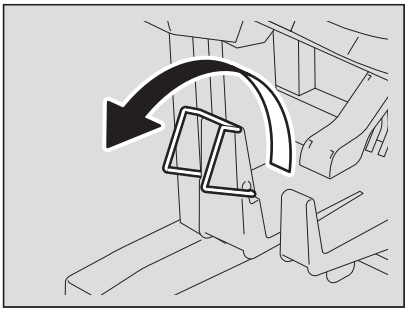
1 Place paper in the drawer(s).

2 Select the paper size.

- Available copy paper sizes are LD, LT-R and LG.
- For bypass copying, see P.81 “Bypass Copying”.

Tip

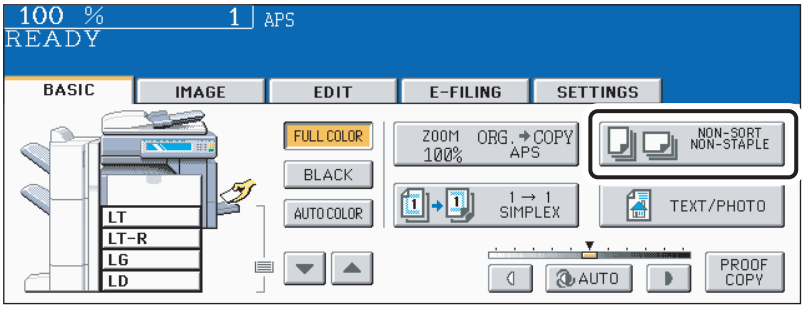
To use the saddle stitch mode for LD or LG-size paper, lift the stopper of the saddle stitch tray.



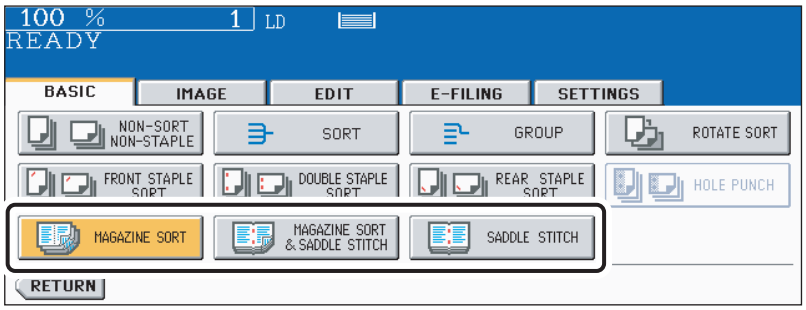
3 Place the original(s).

- When placing originals on the Reversing Automatic Document Feeder, see the illustrations (P.119) for the proper page order of the copies.
- When placing originals on the original glass, follow the procedure below.
  - When [MAGAZINE SORT] or [MAGAZINE SORT & SADDLE STITCH] is selected: Place the first page of the originals first.
  - When [SADDLE STITCH] is selected: In case of 12-page originals, set them in the order of pages 12-1, 2-11, 10-3, 4-9, 8-5, then 6-7.

4 Press the finisher button on the basic menu.



5 Press the [MAGAZINE SORT] (or [MAGAZINE SORT & SADDLE STITCH] or [SADDLE STITCH]) button.



- The [MAGAZINE SORT & SADDLE STITCH] button and the [SADDLE STITCH] button are selectable only when the Saddle Stitch Finisher is installed.
- Set other copy modes as required.

6 Press the [START] button.

When placing the originals on the original glass, follow the procedure in P.66 “Placing originals on the glass”.

Available conditions for saddle stitching

Available paper sizes are LD, LT-R and LG.

Paper weight	Saddle stitch tray loading capacity		
	11 - 15 sheets	6 - 10 sheets	5 sheets or less
17 lb. Bond	10 sets	20 sets	25 sets
20 lb. Bond	10 sets	20 sets	25 sets
24 lb. Bond *1	-	15 sets	25 sets
28 lb. Bond *1	-	15 sets	25 sets

*1 When the cover is added, the tray loading capacity is always 5 sets.

Tips

- One cover of 17 lb. Bond to 140 lb. Index can be added. In this case, this cover is included in the maximum number of sheets that can have saddle stitching.
- When paper of a different weight is loaded, count the number of sheets for saddle stitching as applied to the paper with the highest weight.

Hole punch mode (optional)

When the Hole Punch Unit (optional) is installed to the finisher (optional), you can punch holes in the copies.

- The available copy paper sizes for this mode are LD, LG, LT, LT-R and COMP.
- The paper weight applicable for this mode is 17 lb. Bond to 140 lb. Index.

Note

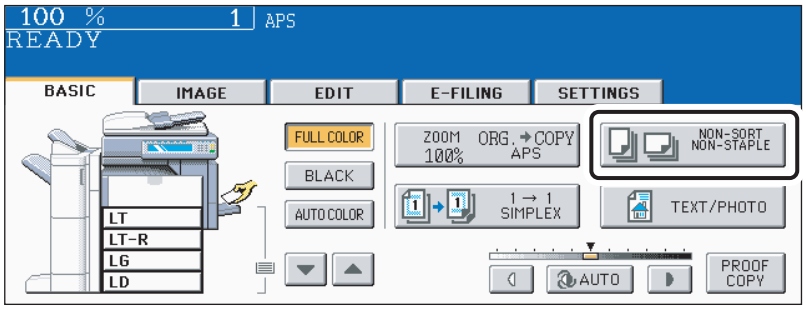
Special paper such as OHP films or sticker label cannot be used for hole punching.

1 Place paper in the drawer(s).

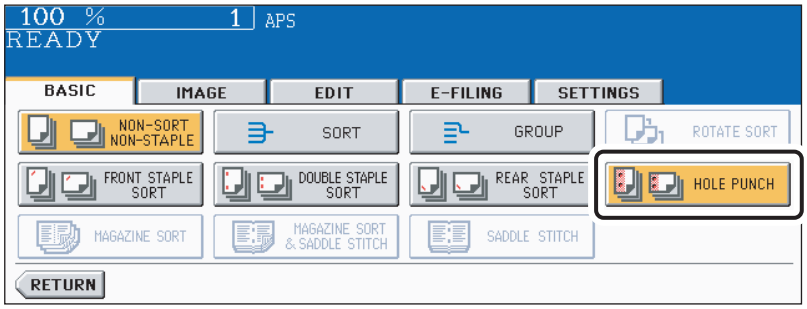
When using this mode in bypass copying, specify the paper size in advance. (P.81 “Bypass Copying”)

2 Place the original(s).

3 Press the finisher button on the basic menu.



4 Press the [HOLE PUNCH] button.



Set other copy modes as required.

5 Press the [START] button.

Number of punch holes and available paper sizes

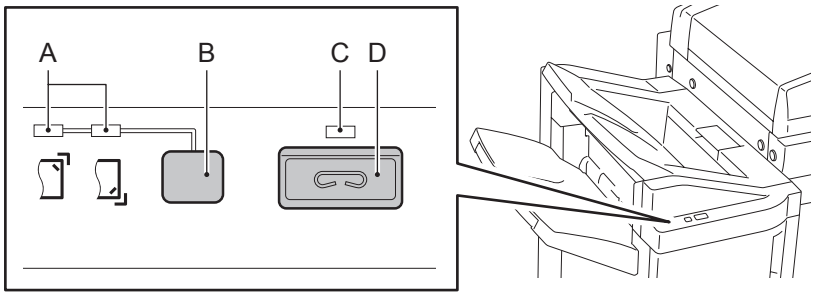
Since the number of punch holes and the distance between the holes vary depending on the country/region, purchase a hole punch unit that meets your requirements. (For details, consult your service technician.)

	Number of punch holes and hole diameter	Available paper sizes
MJ-6004E, MJ-6101E (Japan and most of Europe)	2 holes (0.26" dia.)	LD, LG, LT, LT-R, COMP, A3, A4, A4-R, B4, B5, B5-R, FOLIO
MJ-6004N, MJ-6101N (North America)	2/3 holes switchable (0.32" dia.)	2 holes: LG, LT-R, A4-R 3 holes: LD, LT, A3, A4
MJ-6004F, MJ-6101F (France)	4 holes (0.26" dia.; 3.15" pitch)	LD, LT, A3, A4
MJ-6004S, MJ-6101S (Sweden)	4 holes (0.26" dia.; 2.76" and 0.83" pitch)	LD, LG, LT-R, COMP, A3, A4, A4-R, B4, B5, B5-R, FOLIO

Manual stapling (MJ-1101 only)

The manual stapling function which enables you to use the staple function without making copies is available in the Finisher (MJ-1101, optional). This function is useful when copies are made without stapling being set or when you want to staple originals.

A: Stapling position lamps C: Manual-stapling lamp
B: [Stapling position] button D: [Manual-stapling] button



1 Press the [Manual-stapling] button.

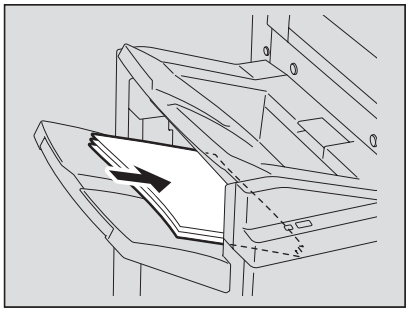
The shutter in the paper exit area is opened.

2 Press the [Stapling position] button to switch the stapling position.

Stapling positions are the front and the other end.
The stapling position lamp corresponding to the selected stapling position lights in green.

3 Place paper in the lower tray of the finisher.

Jog the paper well and place it with its face down.
Place the paper in front to have it stapled in the front, and in the other end to have it stapled in the other end.



Tip

Check that the manual-stapling lamp lights in green. If not, place the paper again.

4 Release the paper and press the [Manual-stapling] button.

The stapling position lamp blinks when the stapling is completed. Remove the paper.

Note

Be sure to release the paper before the manual stapling.

Tips

- Operation can be continued while the manual-stapling lamp lights. If no operation is performed for approx. 15 min., the manual stapling operation is stopped.
- If you want to stop the manual stapling operation during setting, remove paper and press the [Manual-stapling] button. The shutter in the paper exit area is closed and the operation of the manual stapling is finished.

Specification

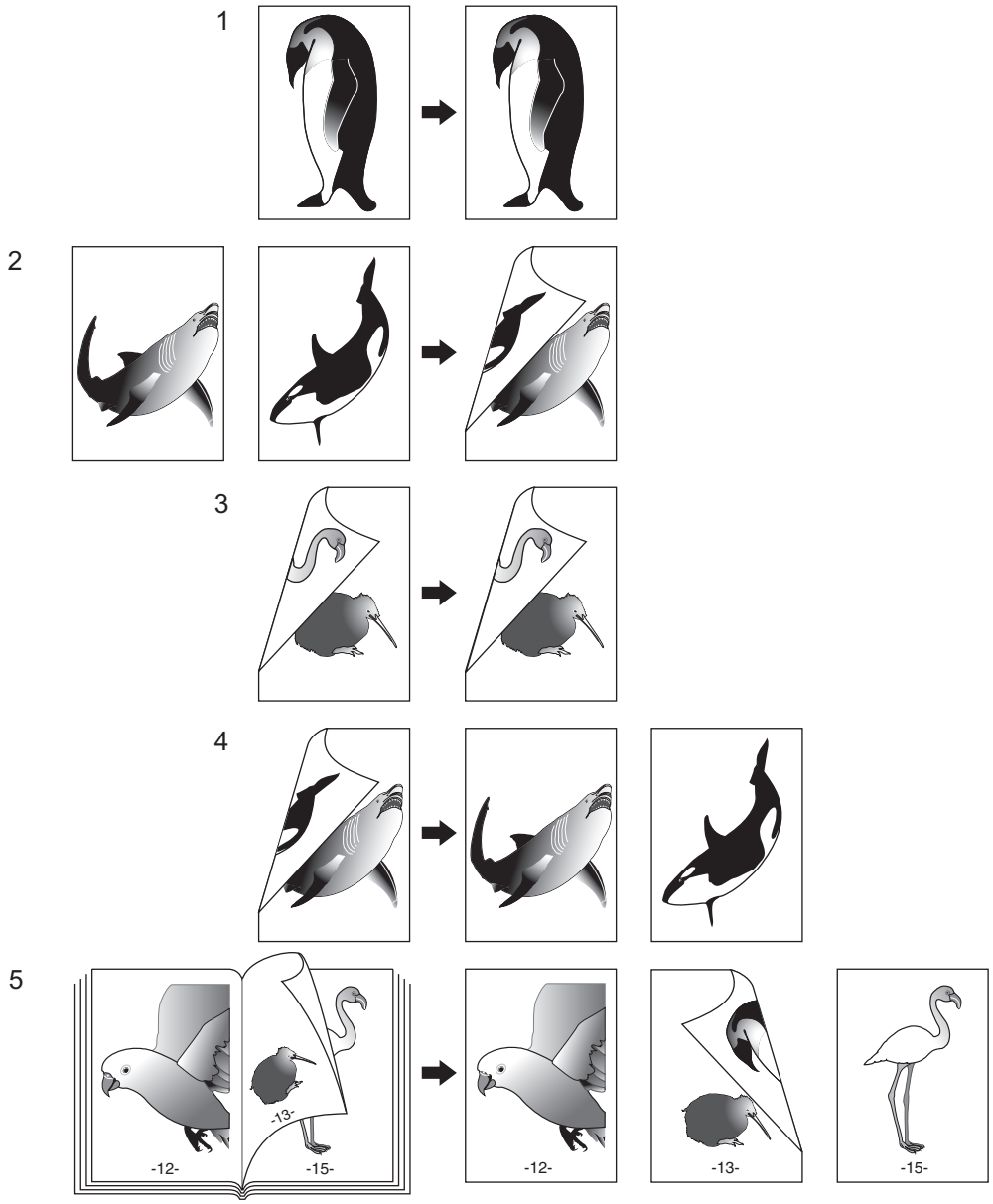
Acceptable paper size	LD, LG, LT, LT-R, COMP, 13” LG, 8.5” SQ, 8K, 16K, A3, A4, A4-R, B4
Maximum number of sheets for stapling	50 sheets (LT, 8.5” SQ, 16K, A4: 17 - 20 lb. Bond) 30 sheets (LD, LG, LT-R, COMP, 13” LG, 8K, A3, A4-R, B4, FOLIO: 17 - 20 lb. Bond) 30 sheets (LT, 8.5” SQ, 16K, A4: 21 - 28 lb. Bond) 15 sheets (LD, LG, LT-R, COMP, 13” LG, 8K, A3, A4-R, B4, FOLIO: 21 - 28 lb. Bond)
Stapling position	Front, Rear

Duplex Copying

The following 5 combinations are available for duplex copying.

1. 1-sided original -> 1-sided copy (default setting at installation)
2. 1-sided original -> 2-sided copy
3. 2-sided original -> 2-sided copy
4. 2-sided original -> 1-sided copy
5. Book-type original -> 2-sided copy

Duplex copying is available for plain paper (17 to 28 lb. Bond).

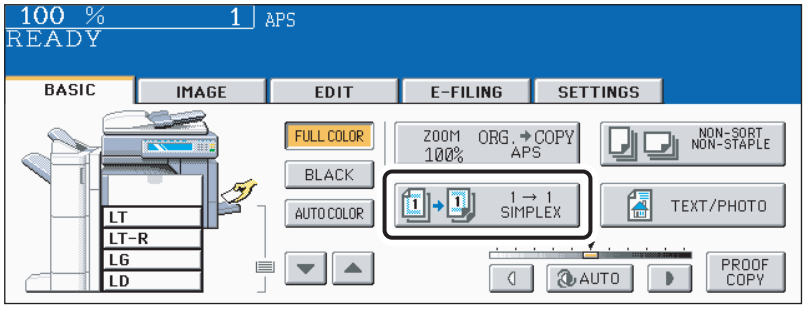


1-sided original -> 1-sided copy (default setting at installation)

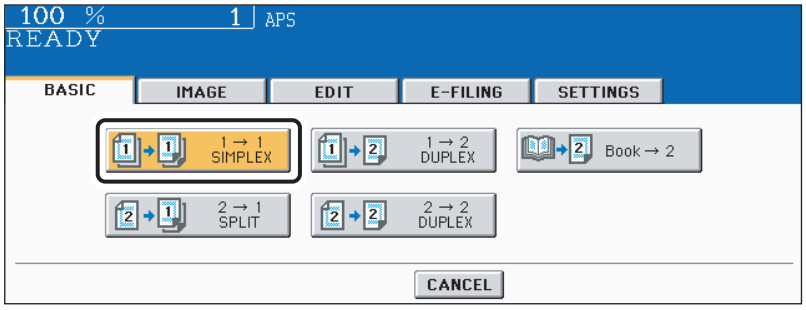
1 **Place paper in the drawer(s).**

2 **Place the original(s).**

3 **Confirm that the simplex/duplex button on the basic menu is [1 -> 1 SIMPLEX].**



If [1 -> 1 SIMPLEX] is not shown, press the simplex/duplex button to display the next menu, and then press the [1 -> 1 SIMPLEX] button on that menu.



Set other copy modes as required.

4 **Press the [START] button.**

1-sided original -> 2-sided copy

Tip

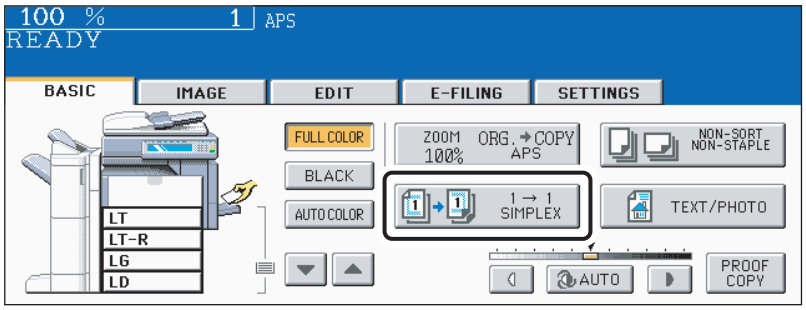
When you copy 1-sided portrait originals to 2-sided copies placing them in a landscape direction, you can make a booklet-type copy in the direction of “open toward the left” opening, using the image direction mode in the edit menu. (📖 P.194 “IMAGE DIRECTION”)

1 **Place paper in the drawer(s).**

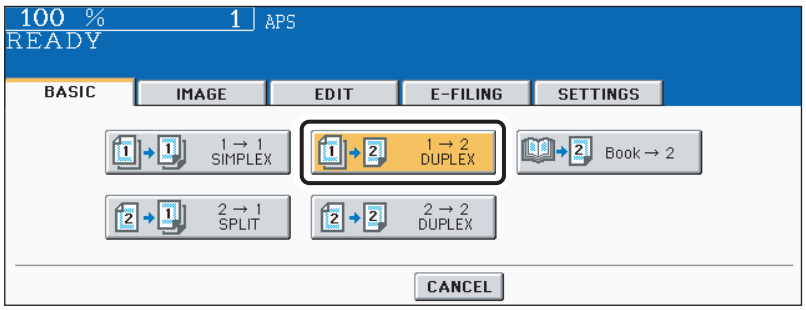
When using this mode in bypass copying, specify the paper size in advance. (📖 P.81 “Bypass Copying”)

2 **Place the original(s).**

3 **Press the simplex/duplex button on the basic menu.**



4 **Press the [1 -> 2 DUPLEX] button.**



Set other copy modes as required.

5 **Press the [START] button.**

When placing an original on the original glass, follow steps 5 to 6 of 📖 P.74 “Placing an original on the original glass” continuously.

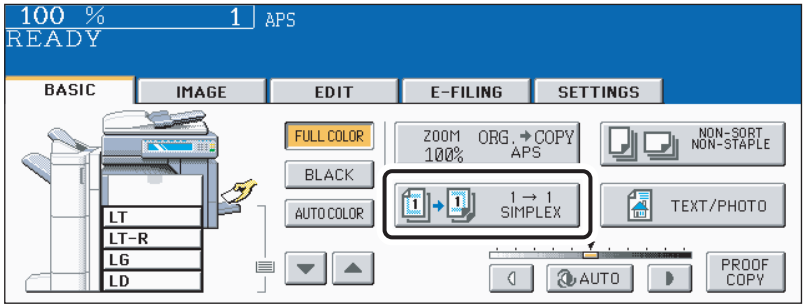
2-sided original -> 2-sided copy

1 **Place paper in the drawer(s).**

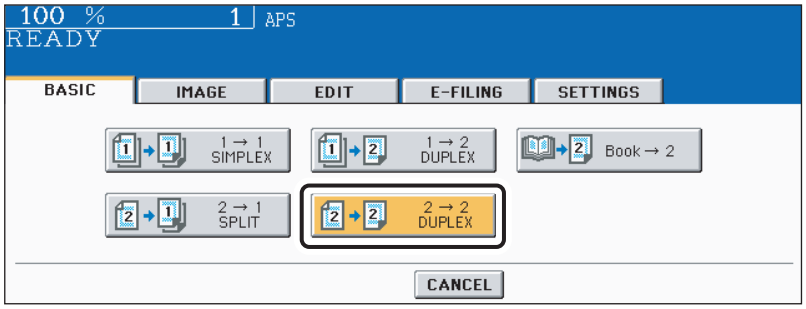
When using this mode in bypass copying, specify the paper size in advance. (P.81 “Bypass Copying”)

2 **Place the original(s).**

3 **Press the simplex/duplex button on the basic menu.**



4 **Press the [2 -> 2 DUPLEX] button.**



Set other copy modes as required.

5 **Press the [START] button.**

When placing an original on the original glass, follow steps 5 to 6 of P.74 “Placing an original on the original glass” continuously.

2-sided original -> 1-sided copy

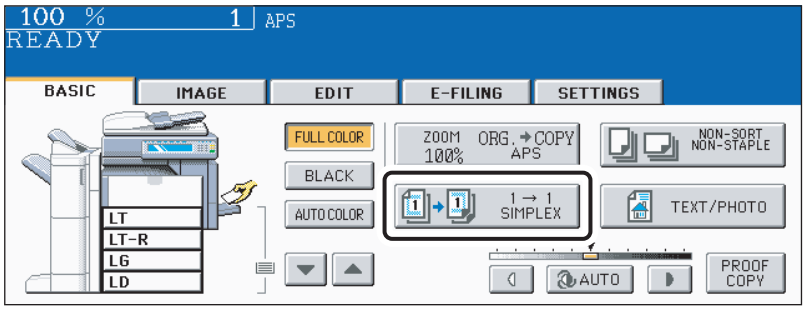
Tip

When a 2-sided 'open to left' (Book) portrait original is copied using the image direction mode in the edit menu with [2-Sided Originals to 1-Sided Copies], copies can be adjusted to the same direction. (P.194 "IMAGE DIRECTION")

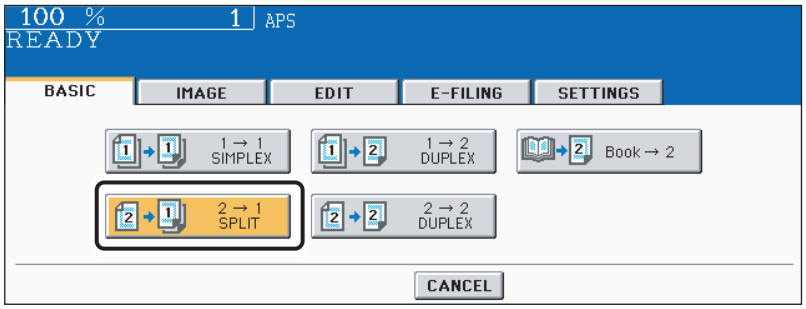
1 **Place paper in the drawer(s).**

2 **Place the original(s).**

3 **Press the simplex/duplex button on the basic menu.**



4 **Press the [2 -> 1 SPLIT] button.**



Set other copy modes as required.

5 **Press the [START] button.**

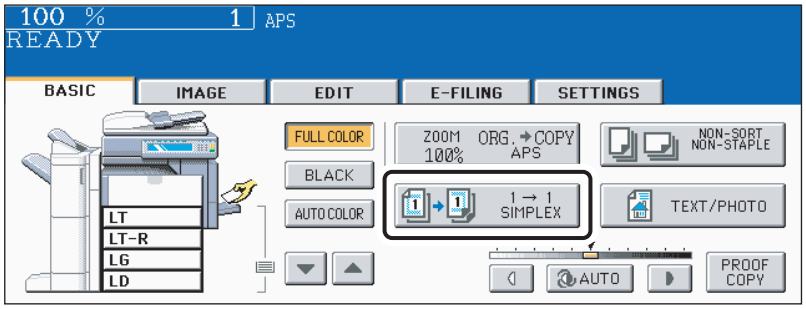
Book-type original -> 2-sided copy

You can make a booklet-type copy in the same page configuration in which the original is. The acceptable paper size for this function is LT only.

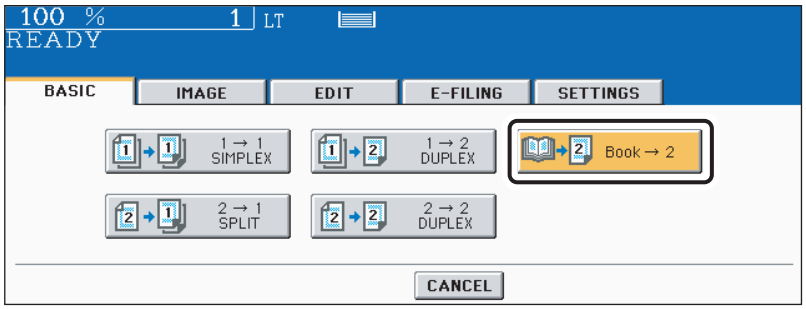
1 Place paper in the drawer(s).

When using this mode in bypass copying, specify the paper size in advance.
(📖 P.81 “Bypass Copying”)

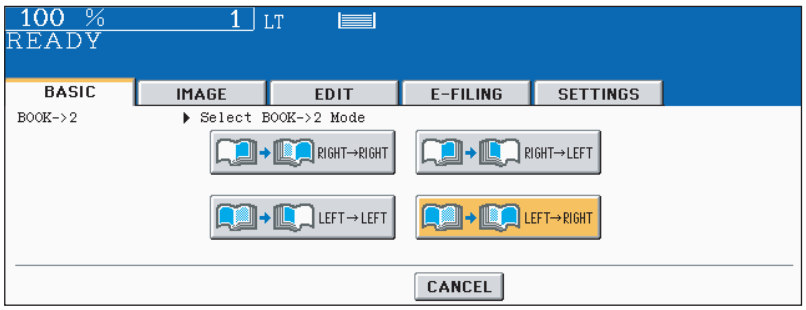
2 Press the simplex/duplex button on the basic menu.



3 Press the [BOOK -> 2] button.

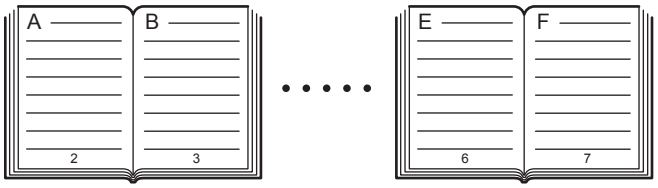


4 Select the book copying type.



Press the [RIGHT -> RIGHT] button (= default setting at the installation) if copying should start at a right-hand page and end at a right-hand page. Other copying types are selectable by pressing any of the [RIGHT -> LEFT], [LEFT -> LEFT] and [LEFT -> RIGHT] buttons.

e.g.: If pages 2 to 6 of a book which opens to the left are to be copied, select [LEFT -> RIGHT].

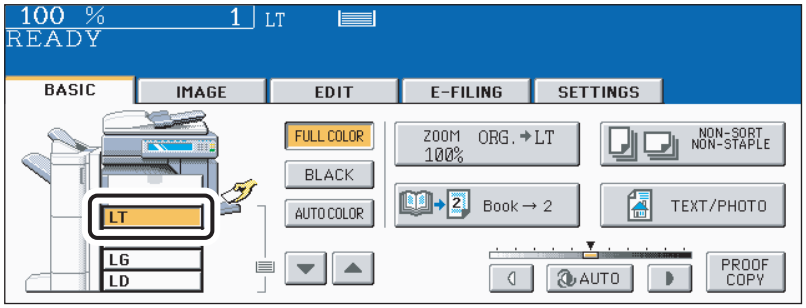


The yellow indicator line for booklet copying moves to the center of the original glass.

5 Select LT copy size.

Only LT size is available. Press the drawer button on the touch panel, or use the paper source selection (/) buttons to select LT size.

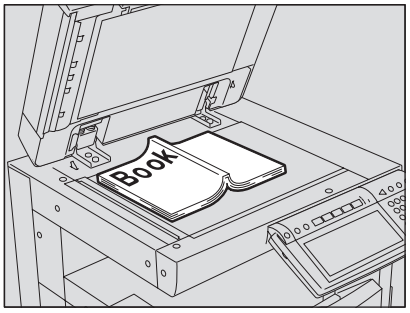
E.g.: When LT-size paper is selected



- If you need a binding space, select the book margin mode. (P.157 “IMAGE SHIFT”)
- Set other copy modes as required.

6 Open and place the first page(s) on the original glass.

Center the booklet on the yellow indicator line with its bottom toward you.

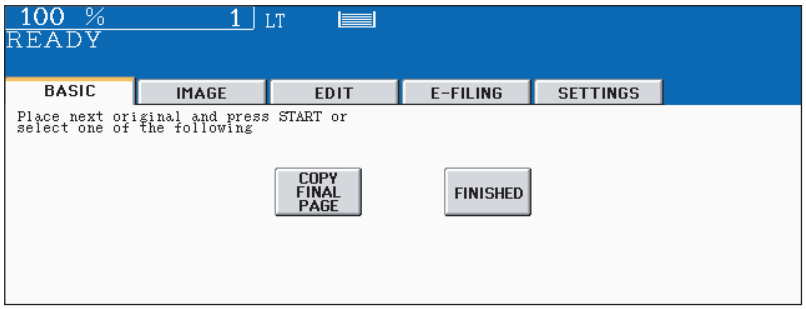


Caution

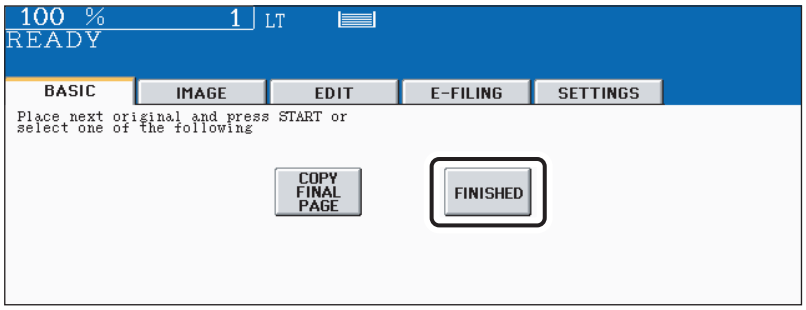
Do not place heavy objects (9 lb. or more) on the original glass and do not press on it with force. Breaking the glass could injure you.

7 Press the [START] button. When the data of the opened pages have been scanned, open the next page and set the booklet on the original glass again.

Repeat the procedures above until all the desired pages have been scanned. If the last copy is only a single page, press the [COPY FINAL PAGE] button on the touch panel before the scanning of this page is started. The scanned pages will be copied.



8 When all the pages have been scanned, press the [FINISHED] button on the touch panel.



- The scanned pages will be copied.
- For setting image shift, see P.161 “Creating a bookbinding margin”.

Original Mode

You can make copies with optimal image quality by selecting the following modes for your original.
The selectable original mode differs depending on the color mode (P.101). Switch the color mode first, and then select the original mode.

Full color

TEXT/PHOTO:	Originals with text and photographs mixed (Default setting)
TEXT:	Originals with text (or text and line art) only
PHOTO:	Originals with general photographs on photographic printing paper
PRINTED IMAGE:	Originals with photogravure (e.g. Magazine, brochure)
MAP:	Originals with fine illustrations or text

Black

TEXT/PHOTO:	Originals with text and photographs mixed (Default setting)
TEXT:	Originals with text (or text and line art) only
PHOTO:	Originals with photographs
IMAGE SMOOTHING:	Originals with text and photographs mixed, especially originals requiring higher reproducibility on photos

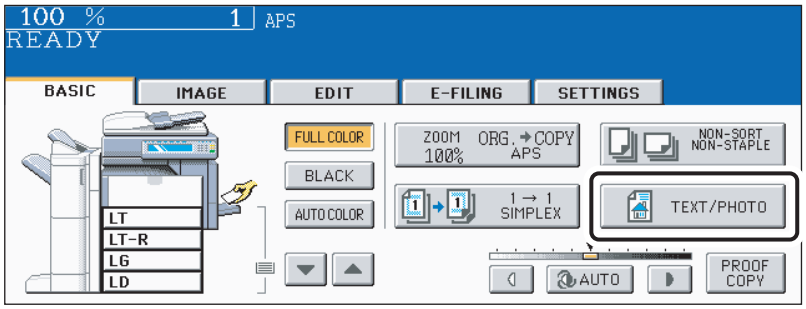
Auto color

TEXT/PHOTO:	Originals with text and photographs mixed
TEXT:	Originals with text (or text and line art) only
PRINTED IMAGE:	Originals with photogravure (e.g. Magazine, brochure)

1 Place paper in the drawer(s).

2 Place the original(s).

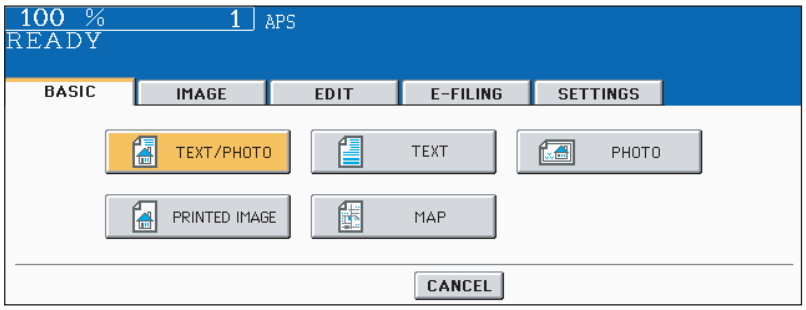
3 Press the original mode button on the basic menu.



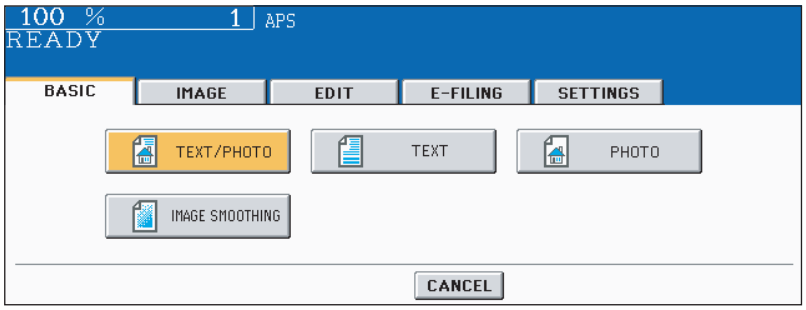
4 Select and press the button for the most appropriate original mode for your original.

The selectable original mode differs depending on the color mode as follows.

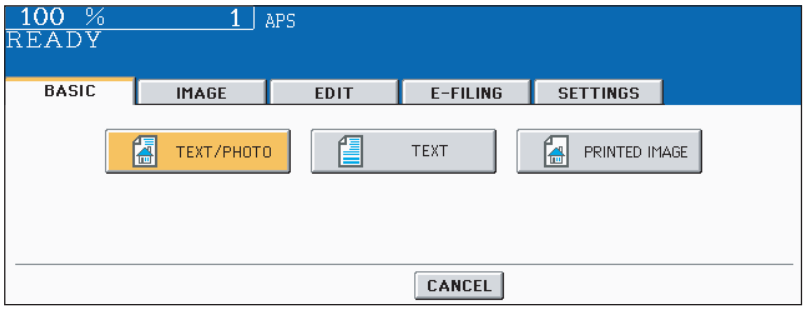
Full color



Black



Auto color



Set other copy modes as required.

5 Press the [START] button.

Copy Density Adjustment

There are 2 types of copy density adjustment: the automatic copy density mode and the manual copy density mode. In the automatic copy density mode, the equipment automatically selects the most appropriate copy density by detecting the density of the original. In the manual copy density mode, you can adjust the copy density manually according to the conditions of the original.

Tip

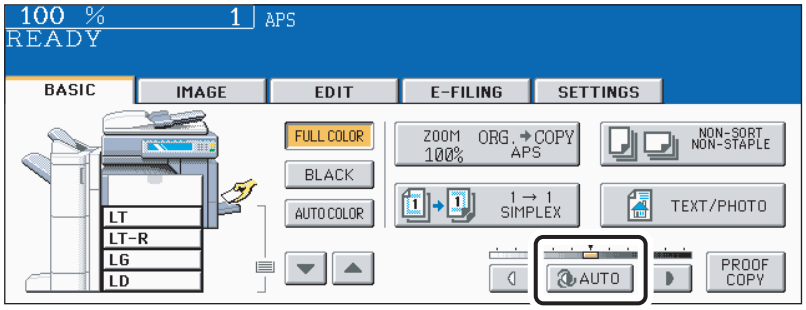
Default setting: Manual density mode for “FULL COLOR” / “AUTO COLOR”, Automatic density mode for “BLACK”

Automatic copy density mode

1 Place paper in the drawer(s).

2 Place the original(s).

3 Full color / Auto color: Press the [AUTO] button.
Black: Confirm that the [AUTO] button is selected. If it is not, press the button.



Set other copy modes as required.

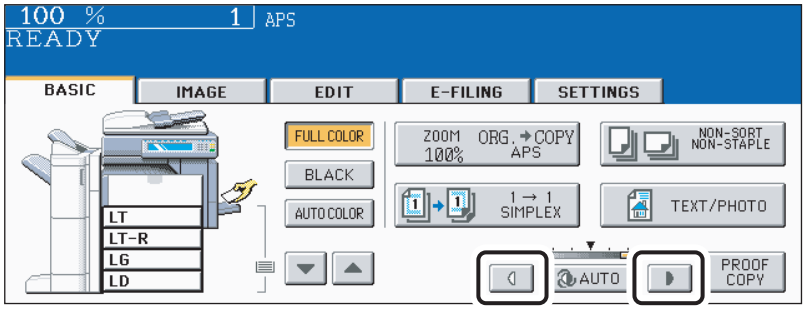
4 Press the [START] button.

Manual copy density mode

1 **Place paper in the drawer(s).**

2 **Place the original(s).**

3 **Press either the ◁ or ▷ button to adjust the copy density to the desired level.**



- The copied image becomes lighter as you press the ◁ button and darker as you press the ▷ button.
- Set other copy modes as required.

4 **Press the [START] button.**

4

IMAGE ADJUSTMENT

This chapter describes the image adjustment functions allowing you to change the overall color balance of the copied image, copy an original in a specified color, and so on.

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RGB Adjustment 142

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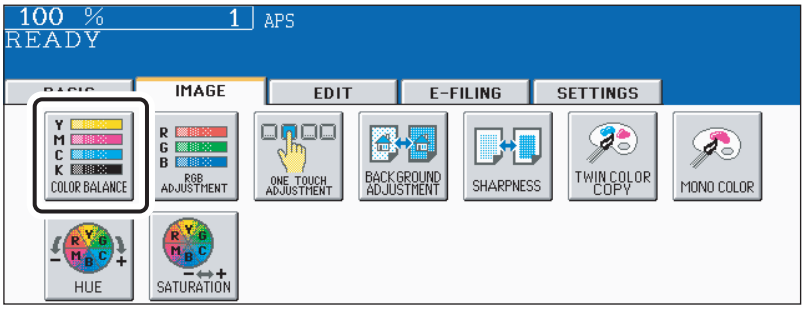
Color Balance (YMCK Adjustment)

This function allows you to adjust an overall color balance of the copied image by changing each toner amount of yellow (Y), magenta (M), cyan (C) and black (K).
This function is available only in the full color mode and the auto color mode.

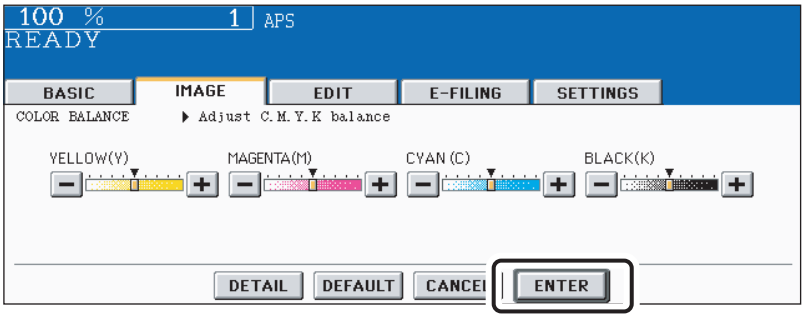
1 **Place paper in the drawer(s).**

2 **Place the original(s).**

3 **Press the [IMAGE] button to enter the image menu, and then press the [COLOR BALANCE] button.**



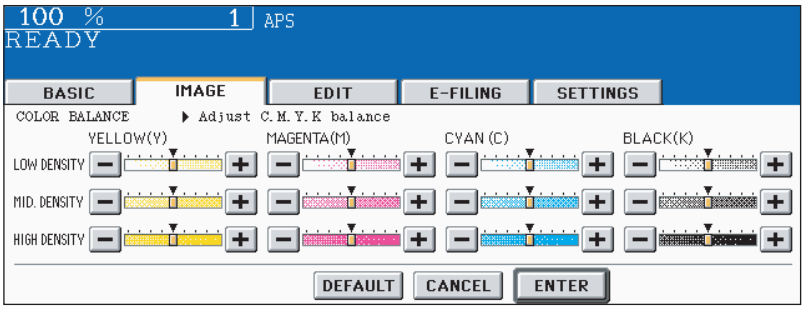
4 Press the ⊕ or ⊖ button of the color to obtain the desired color balance. Then press the [ENTER] button.



- ▼ at the center of each color bar denotes its default setting.
- Pressing the ⊕ button strengthens the adjusted color, and pressing the ⊖ button weakens it.
- Select other copy modes as required.

Tip

Each color balance on every density area can be adjusted by your pressing the [DETAIL] button.
For example, when you adjust the high density area of magenta (M) to ⊕ side, magenta in its high density area becomes darker. When you adjust the low density area of magenta (M) to ⊖ side, magenta in its low density area becomes lighter.



5 Press the [START] button.

Canceling the color balance adjustment

Move the indicator of the color whose adjustment you want to cancel its adjustment to ▼ by your pressing the ⊕ or ⊖ button, and then press the [ENTER] button.
If you want to cancel the adjustment of all colors, press the [DEFAULT] button, and then press the [ENTER] button.

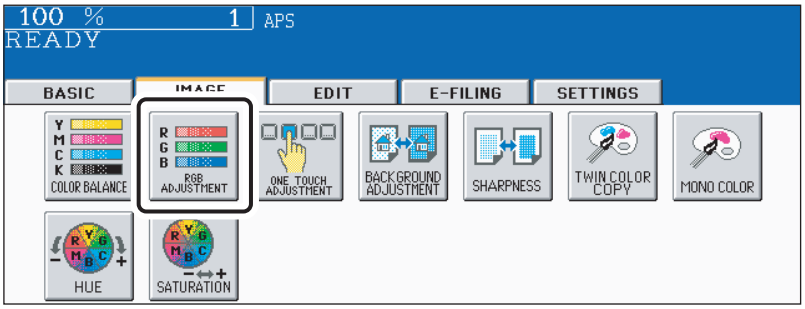
RGB Adjustment

This function allows you to adjust an overall color balance of the copied image by changing the strength of red (R), green (G) and blue (B) at the time of scanning.
This function is available only in the full color mode and the auto color mode.

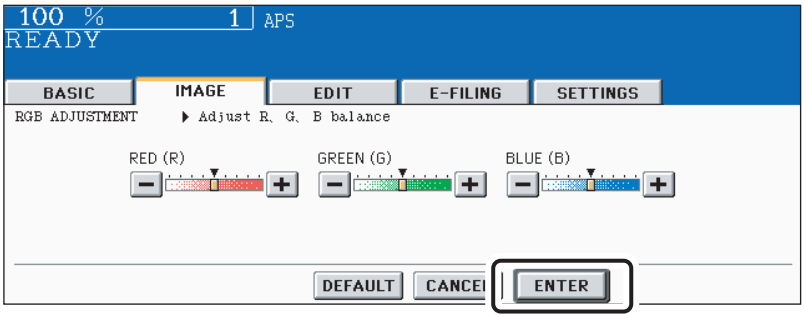
1 Place paper in the drawer(s).

2 Place the original(s).

3 Press the [IMAGE] button to enter the image menu, and then press the [RGB ADJUSTMENT] button.



4 Press the ⊞ or ⊟ button of the color to obtain the desired color balance. Then press the [ENTER] button.



- "▼" at the center of each color bar denotes its default setting.
- Pressing the ⊞ button strengthens the adjusted color, and pressing the ⊟ button weakens it.
- Select other copy modes as required.

5 Press the [START] button.

Canceling RGB adjustment

Move the indicator of the color whose adjustment you want to cancel its adjustment to ▼ by your pressing the ⊞ or ⊟ button, and then press the [ENTER] button.
If you want to cancel the adjustment of all colors, press the [DEFAULT] button, and then press the [ENTER] button.

One-Touch Adjustment

This function allows you to obtain the desired image quality. You can select among 5 modes; “WARM”, “COOL”, “VIVID”, “CLEAR” or “MARKER” in a one-touch operation. When you select [MARKER], the multiple colors drawn with a highlight pen on the original can be copied so as to be distinguished clearly.

Note

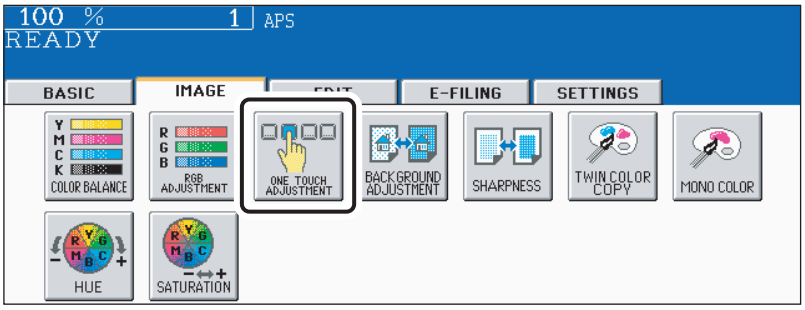
The color shade may not be the same as that of the original depending on the color of the highlight pen.

This function is available only in the full color mode.
See Color Guide for the adjustment results.

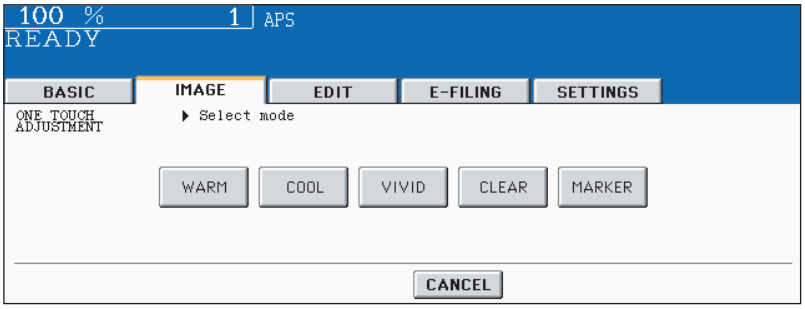
1 **Place paper in the drawer(s).**

2 **Place the original(s).**

3 **Press the [IMAGE] button to enter the image menu, and then press the [ONE TOUCH ADJUSTMENT] button.**



4 **Press the [WARM], [COOL], [VIVID], [CLEAR] or [MARKER] button.**



Select other copy modes as required.

5 **Press the [START] button.**

Background Adjustment

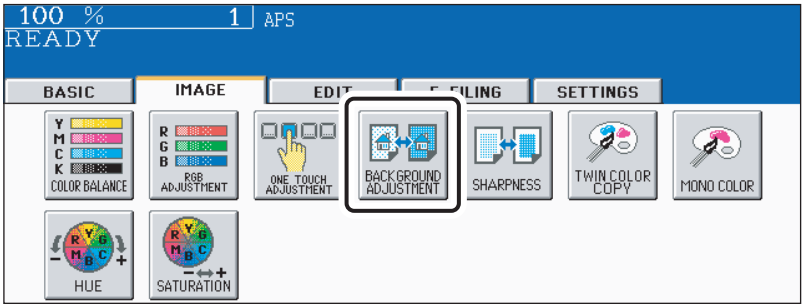
This function allows you to adjust the density of the original's background. It avoids the back side of 2-sided originals becoming visible on the front side of the original through the copy. This mode can be used regardless of the color mode setting.

- This mode cannot be used with the automatic copy density mode. (P.137)

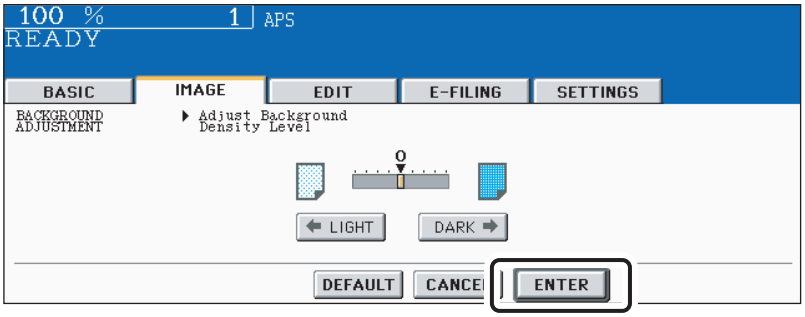
1 Place paper in the drawer(s).

2 Place the original(s).

3 Press the [IMAGE] button to enter the image menu, and then press the [BACKGROUND ADJUSTMENT] button.



4 Press the [LIGHT] (or [DARK]) button to adjust the density, and then press the [ENTER] button.



Select other copy modes as required.

5 Press the [START] button.

Canceling the background adjustment

- Press the [DEFAULT] button and then the [ENTER] button.
- Adjust the background level to "0", and then press the [ENTER] button.

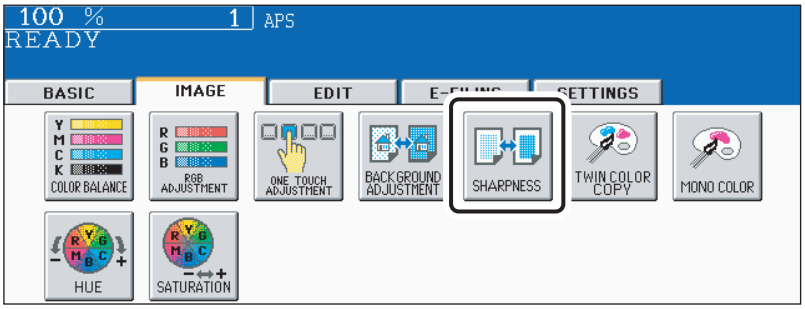
Sharpness

This function allows you to emphasize or blur the outline of the image. When the sharpness level is adjusted to the [SOFT] side, the moire fringes are suppressed. If it is adjusted to the [SHARP] side, the letters and fine lines become sharper.

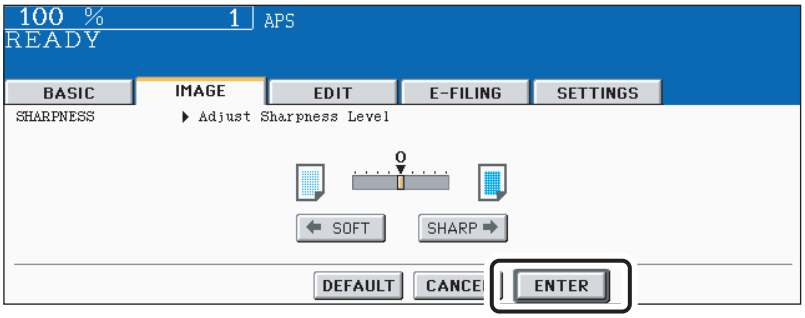
1 **Place paper in the drawer(s).**

2 **Place the original(s).**

3 **Press the [IMAGE] button to enter the image menu, and then press the [SHARPNESS] button.**



4 **Press the [SOFT] (or [SHARP]) button to adjust the sharpness, and then press the [ENTER] button.**



- When the sharpness level is adjusted to the [SOFT] side, the moire fringes are suppressed. If it is adjusted to the [SHARP] side, the letters and fine lines become sharper.
- Select other copy modes as required.

5 **Press the [START] button.**

Canceling the background adjustment

- Press the [DEFAULT] button and then the [ENTER] button.
- Adjust the background level to “0”, and then press the [ENTER] button.

Twin Color (2-Color) Copy

This function allows you to copy a colored original in 2 specified colors. There are 2 types of twin color copy as follows:
TWIN COLOR SELECTABLE: The black part and the parts other than black in the original are copied separately in 2 colors which have been manually specified.
RED & BLACK: The red part in the original is copied in red and the parts other than red are copied in black and white.

Note

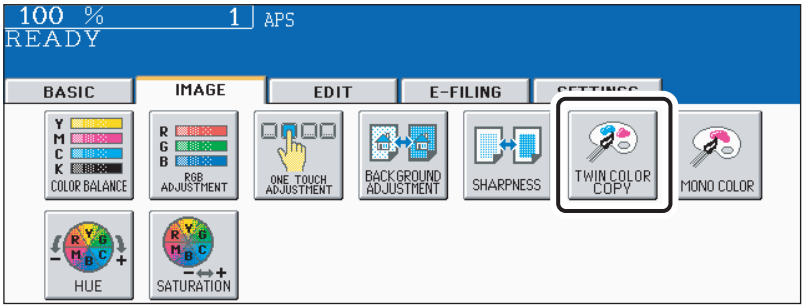
The color may not be correctly reproduced depending on the originals. In that case, copy them in the full color mode.

TWIN COLOR SELECTABLE

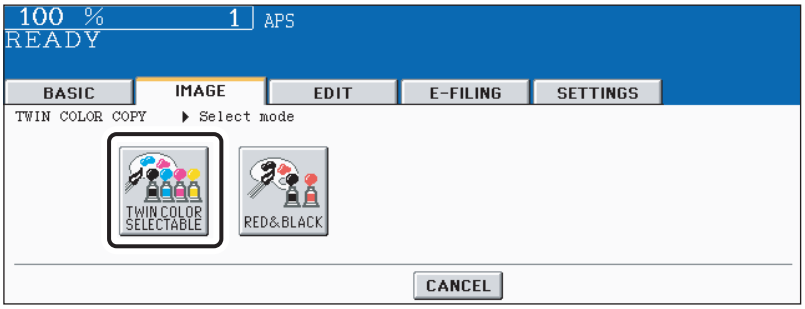
1 **Place paper in the drawer(s).**

2 **Place the original(s).**

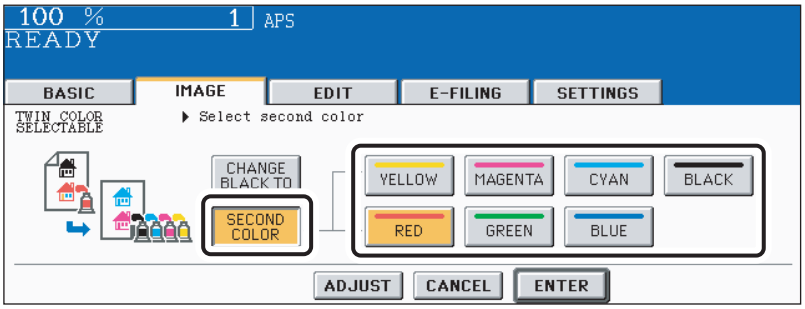
3 **Press the [IMAGE] button to enter the image menu, and then press the [TWIN COLOR COPY] button.**



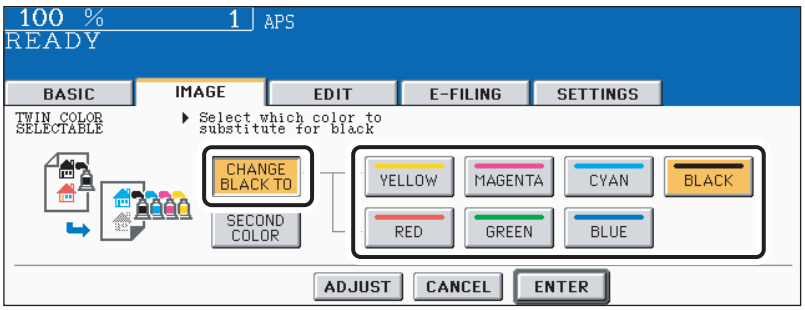
4 **Press the [TWIN COLOR SELECTABLE] button.**



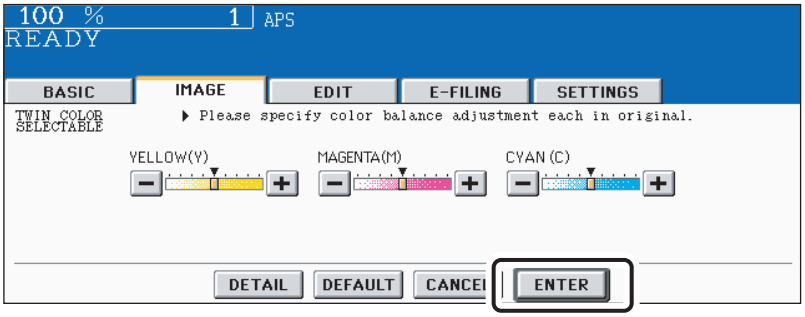
5 **Select a color for the parts other than black in the original. Press the [SECOND COLOR] button, and then select the desired color.**



6 **Select a color for the black part in the original. Press the [CHANGE BLACK TO] button, and then select the desired color.**



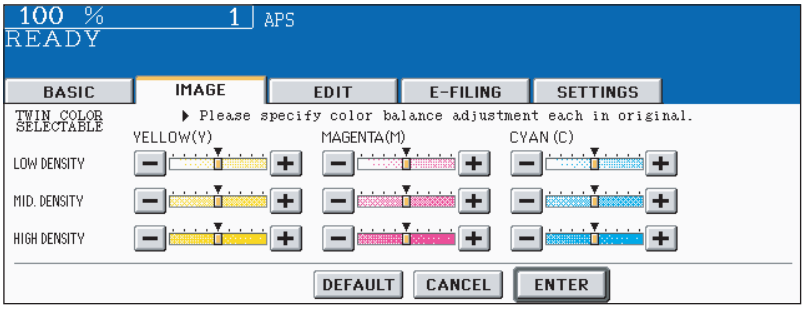
7 Press the [ADJUST] button to adjust the color balance as required.



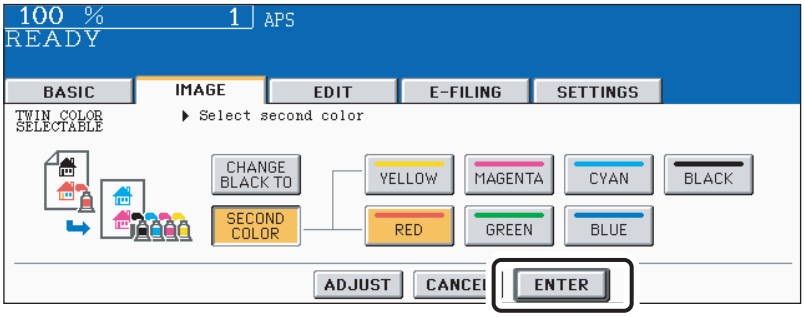
Tips

- Each the color balance of yellow and magenta on every density area can be adjusted by your pressing the [DETAIL] button.
  For example, when you adjust the high density area of magenta (M) to ⊞ side, magenta in its high density area becomes darker. When you adjust the low density area of magenta (M) to ⊟ side, magenta in its low density area becomes lighter.
- When neither of two colors are black, or when the both of two colors are black, this adjustment is disabled.
- When two colors specified are the combination of black and a color other than black, color balance adjustment is enabled only on the color other than black.

In case the black part of the original is copied in cyan and other parts are copied in black, for example, only the color balance of cyan part can be adjusted.



8 Press the [ENTER] button.



Select other copy modes as required.

9 Press the [START] button.

Canceling color balance adjustment

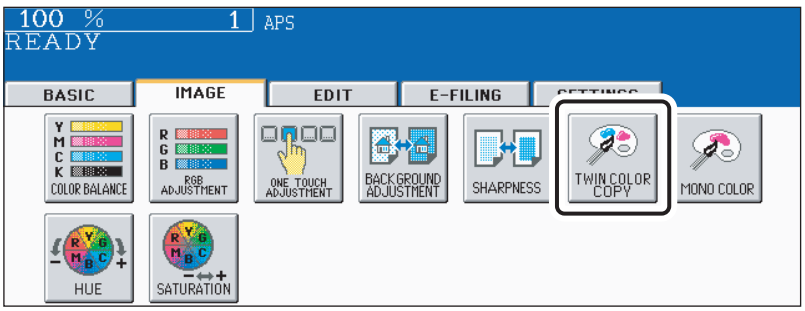
- Set the color balance of the color you want to cancel its adjustment to ▼, and then press the [ENTER] button.
- If you want to cancel the adjustment of all colors, press the [DEFAULT] button, and then press the [ENTER] button.

RED & BLACK

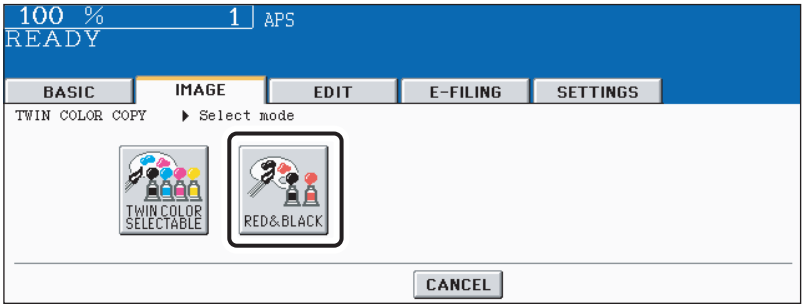
1 Place paper in the drawer(s).

2 Place the original(s).

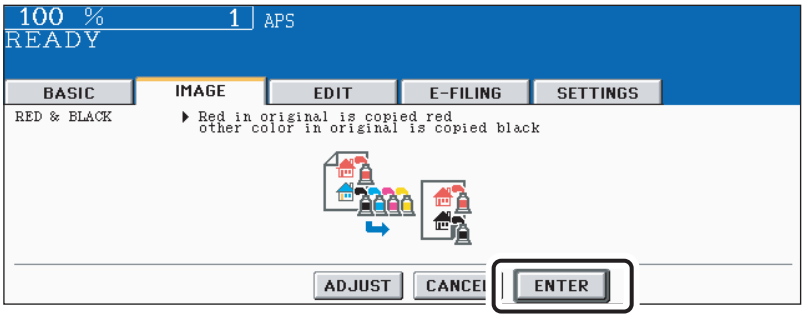
3 Press the [IMAGE] button to enter the image menu, and then press the [TWIN COLOR COPY] button.



4 **Press the [RED & BLACK] button.**



5 **To adjust the red color, press the [ADJUST] button. If you do not change the color balance, press the [ENTER] button and proceed to step 7.**



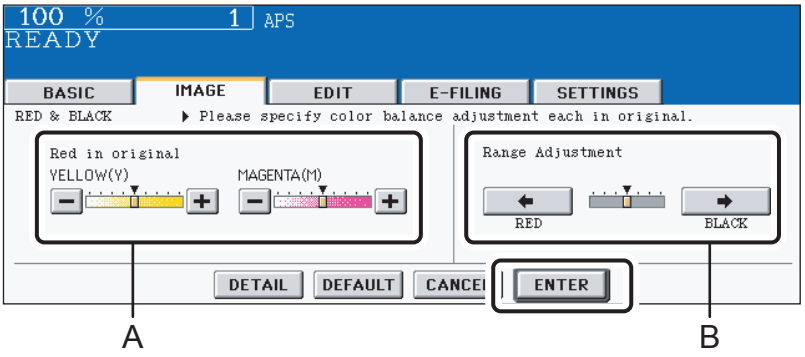
6 Adjust the color balance or the red-and-black area adjustment as required. Press the [ENTER] button after adjustment.

A: Red color balance adjustment

Press the ⊞ or ⊟ button of the desired color to adjust the red color balance.

B: Red/Black area adjustment

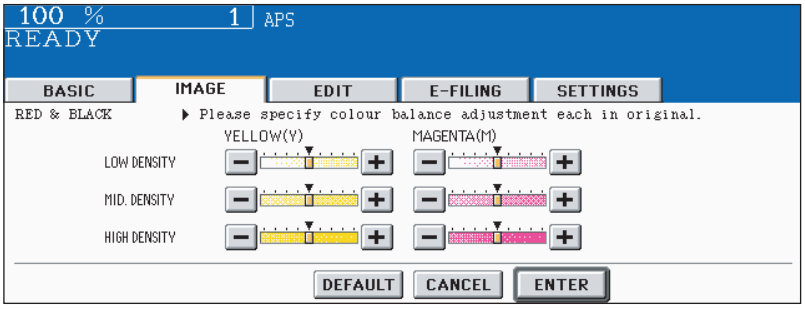
Press the ← or → button to adjust the area to be copied in red or black. When you set the red area larger, the area copied in red becomes larger. When you set the black area larger, the area copied in black becomes larger.



Tip

Each the color balance of yellow and magenta on every density area can be adjusted by your pressing the [DETAIL] button.

For example, when you adjust the high density area of magenta (M) to ⊞ side, magenta in its high density area becomes darker. When you adjust the low density area of magenta (M) to ⊟ side, magenta in its low density area becomes lighter.



7 Select other copy modes as required, and then press the [START] button.

Canceling color balance adjustment

- Set the color balance of the color you want to cancel its adjustment to ▼, and then press the [ENTER] button.
- If you want to cancel the adjustment of all colors, press the [DEFAULT] button, and then press the [ENTER] button.

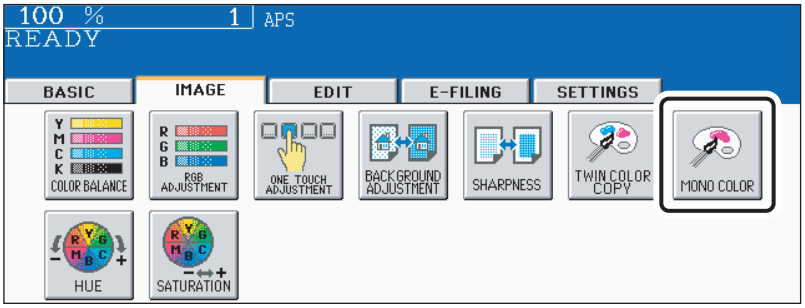
Monocolor copying

You can copy in a single color except black.
Monocolor copying is selectable among the following 10 colors:
Magenta, yellow, yellow green, cyan, pink, red, orange, green, blue, purple

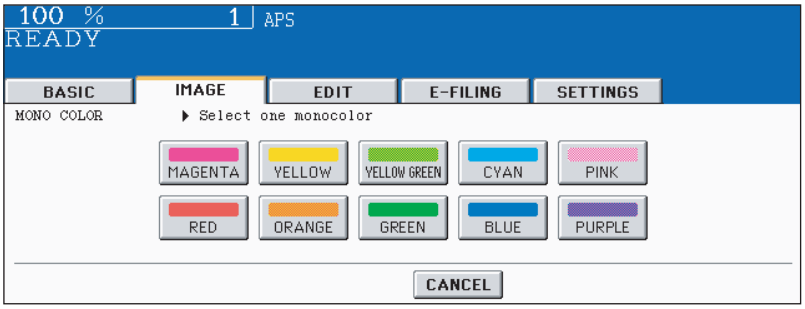
1 **Place paper in the drawer.**

2 **Place an original.**

3 **Press the [IMAGE] button to enter the image menu, and then press the [MONO COLOR] button.**



4 **Press the button corresponding to the desired color.**



Select other copy modes as required.

5 **Press the [START] button.**

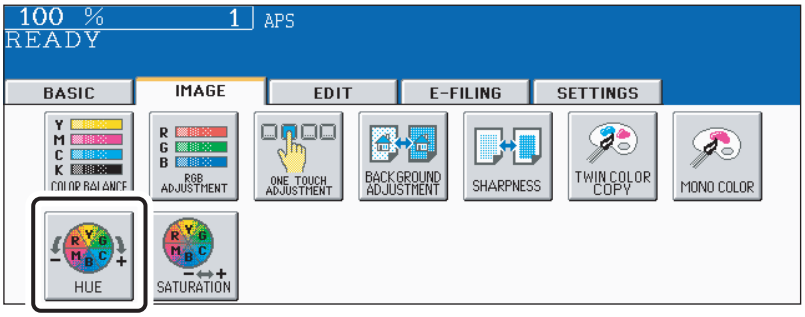
Hue

Hue on the basic color can be adjusted.
This function is available only in the full color mode and the auto color mode.

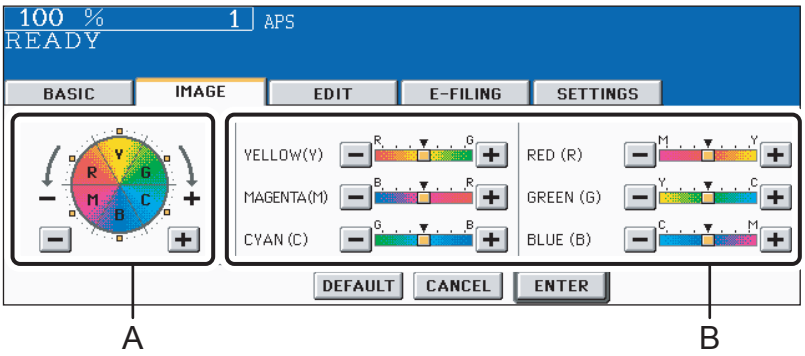
1 **Place paper in the drawer.**

2 **Place an original.**

3 **Press the [IMAGE] button to enter the image menu, and then press the [HUE] button.**



4 **Adjust the hue of the entire image with the ⊞ or ⊟ button of the section A. With the ⊞ or ⊟ button of the section B, you can adjust the hue of each basic color.**



5 **Press the [ENTER] button.**
Select other copy modes as required.

6 **Press the [START] button.**

Canceling hue adjustment

- Set the hue of the color you want to cancel its adjustment to ▼, and then press the [ENTER] button.
- If you want to cancel the adjustment of all colors, press the [DEFAULT] button, and then press the [ENTER] button.

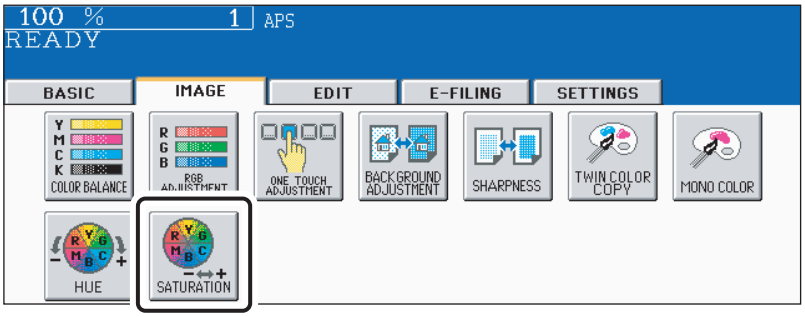
Saturation

Color saturation of the entire image can be adjusted.
This function is available only in the full color mode and the auto color mode.

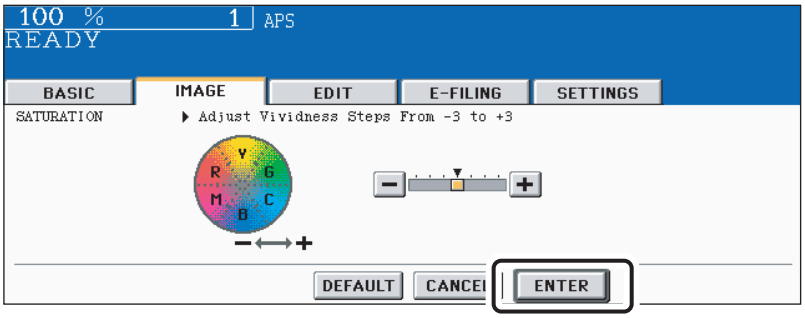
1 **Place paper in the drawer.**

2 **Place an original.**

3 **Press the [IMAGE] button to enter the image menu, and then press the [SATURATION] button.**



4 **Adjust saturation with the ⊞ or ⊟ buttons. Press the [ENTER] button after adjustment.**



Select other copy modes as required.

5 **Press the [START] button.**

Canceling saturation adjustment

- Set the saturation of the color you want to cancel its adjustment to ▼ and then press the [ENTER] button.
- Press the [DEFAULT] button, and then press the [ENTER] button.

5

USING THE EDITING FUNCTIONS

This chapter describes various editing functions including IMAGE SHIFT, 2IN1 / 4IN1, JOB BUILD and so on, which result in neatly finished copy jobs.

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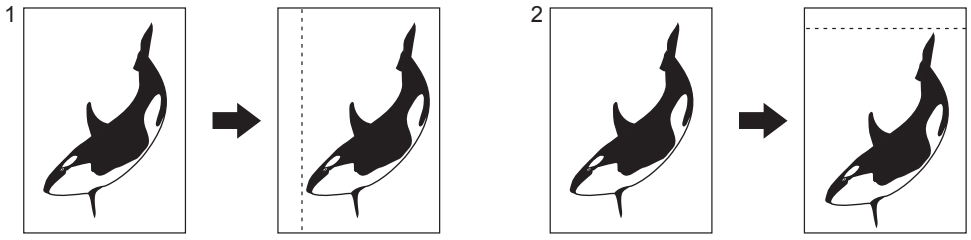
IMAGE SHIFT

A margin for binding can be created. The following types are available.

1. Created by shifting the original image to either the right or left side (Right or Left margin)
2. Created by shifting the original image to either the upper or lower side (Top or Bottom margin)
3. Created binding margins in the center (inner margin) (Bookbinding margin)
   Select this setting when using “Book-type original -> 2-sided copy” (P.131).

Tips

- The ‘Top or Bottom margin’ can be used in combination with the ‘Right or Left margin’ or the ‘Bookbinding margin’.



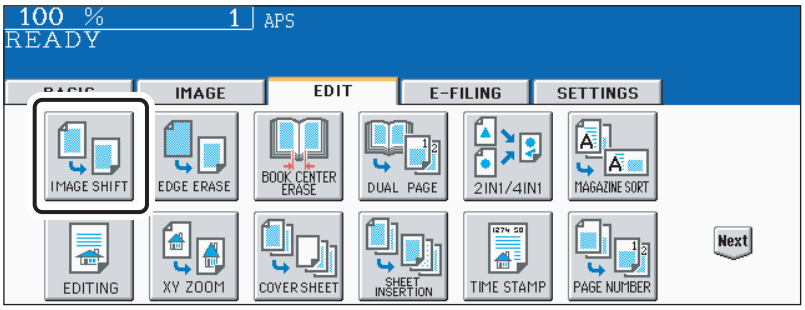
- The margin width can be adjusted in 1 mm increments.

Creating a right or left margin

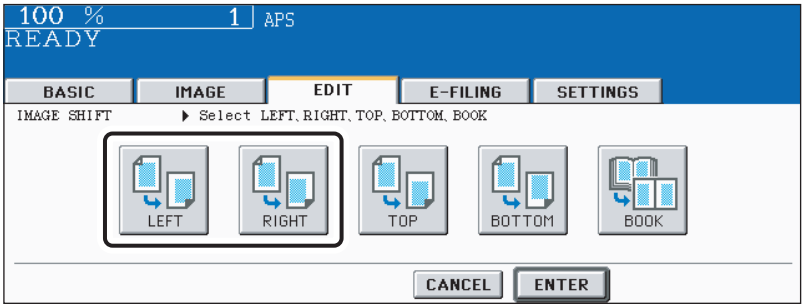
1 **Place paper in the drawer(s).**
When using this mode in bypass copying (P.81), be sure to specify the paper size.

2 **Place the original(s).**

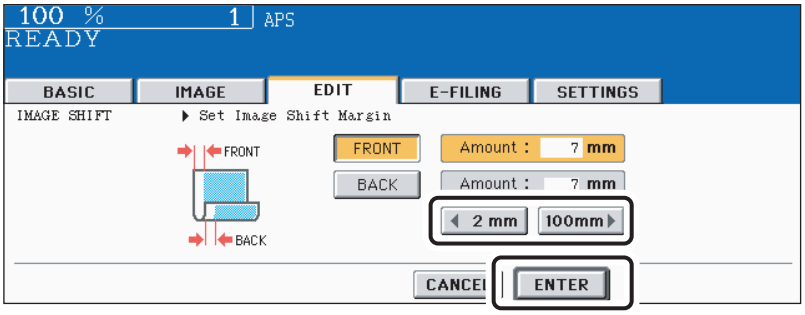
3 **Press the [EDIT] button to enter the edit menu, and then press the [IMAGE SHIFT] button.**



4 **Press the [LEFT] (or [RIGHT]) button.**

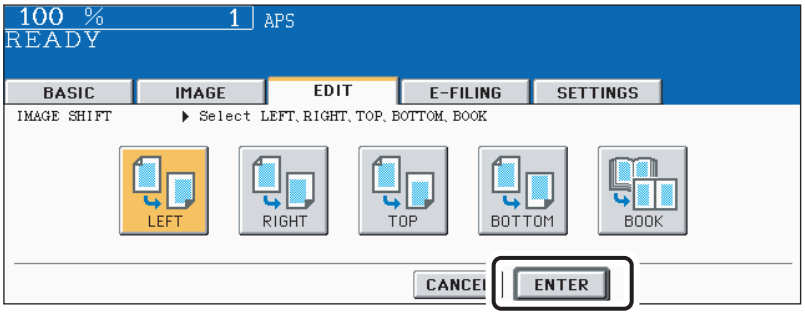


5 **Adjust the margin width by pressing the [2 mm] or [100 mm] button, and then press the [ENTER] button.**



- The default width of the margin is 7 mm (0.276").
- In duplex copying, margins on the back are created on the other side of those in the front. (P.126 “Duplex Copying”)

6 **Press the [ENTER] button.**



Select other copy modes as required.

7 **Press the [START] button.**

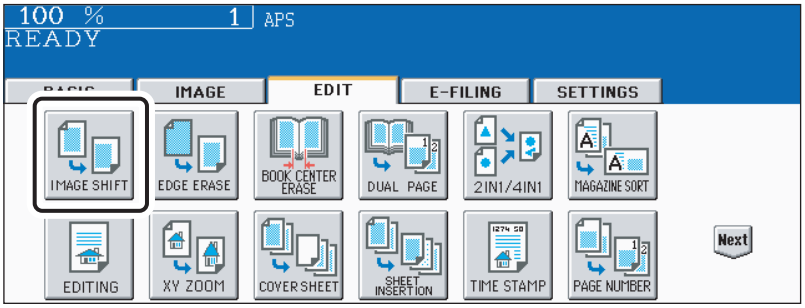
Creating a top or bottom margin

1 **Place paper in the drawer(s).**

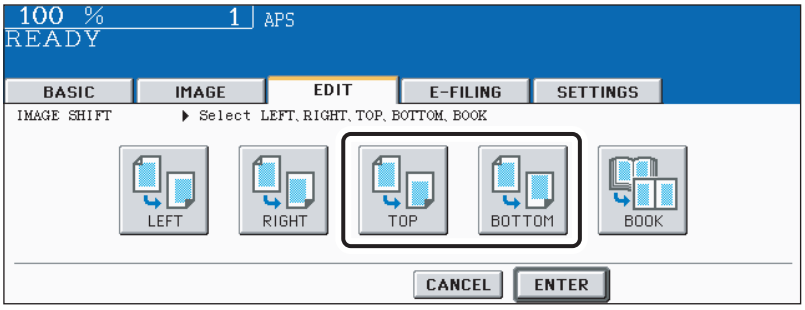
When using this mode in bypass copying (P.81), be sure to specify the paper size.

2 **Place the original(s).**

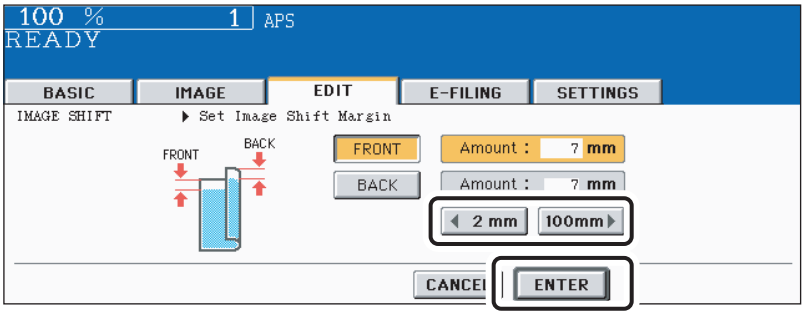
3 **Press the [EDIT] button to enter the edit menu, and then press the [IMAGE SHIFT] button.**



4 **Press the [TOP] (or [BOTTOM]) button.**

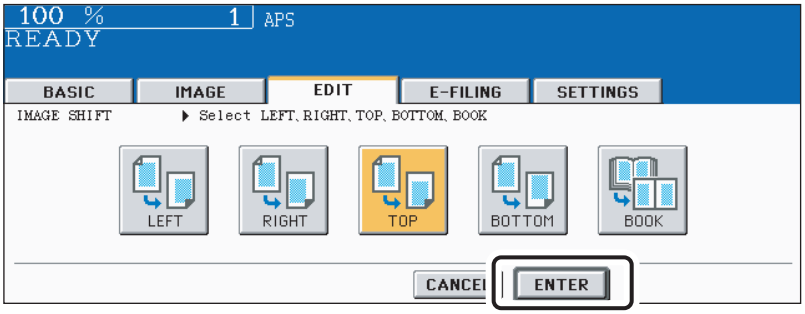


5 **Adjust the margin width by pressing the [2 mm] or [100 mm] button, and then press the [ENTER] button.**



- The default width of the margin is 7 mm (0.276").

6 Press the [ENTER] button.



Select other copy modes as required.

7 Press the [START] button.

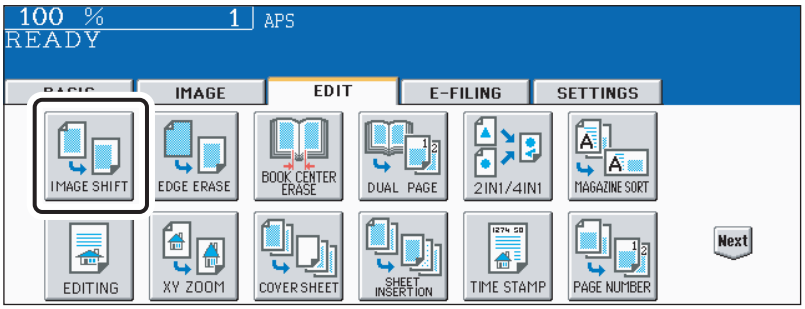
Creating a bookbinding margin

This is used when setting “Book-type original -> 2-sided copy” (P.131) in duplex copying. The margin is created in the center (inner margin).

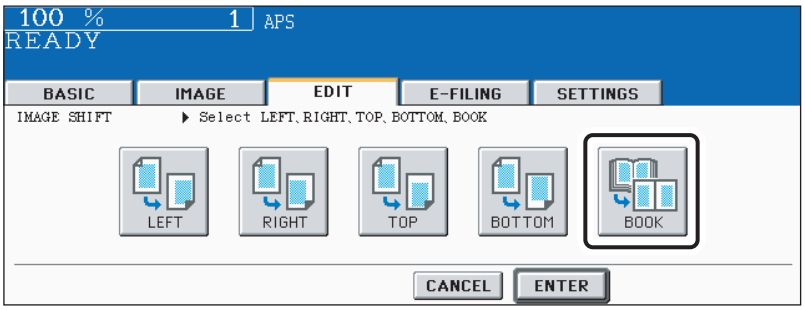
Tips

- Acceptable paper sizes for this function is LT only.
- The width of the white border can be adjusted in 1 mm increments.

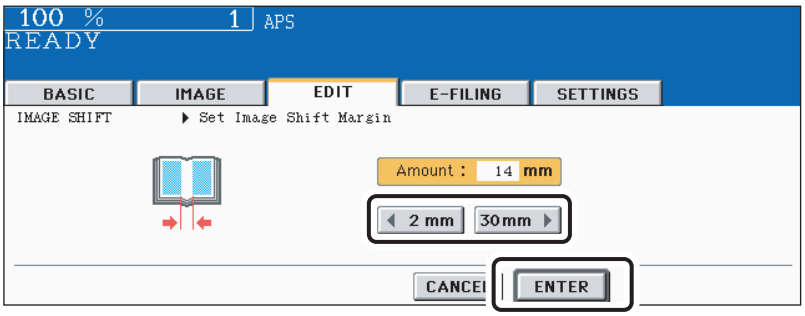
1 Press the [EDIT] button to enter the edit menu, and then press the [IMAGE SHIFT] button.



2 Press the [BOOK] button.

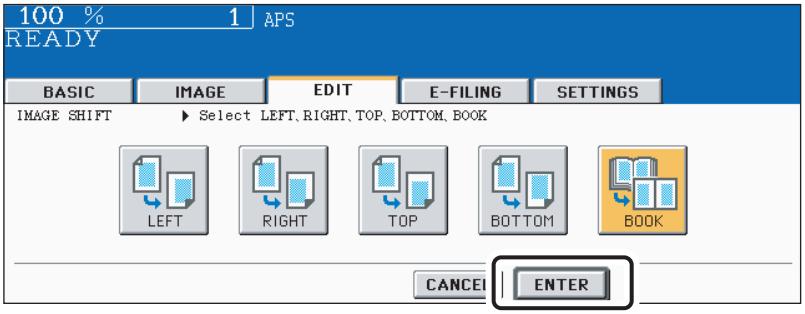


3 Adjust the margin width by pressing the [2 mm] or [30 mm] button, and then press the [ENTER] button.



The default width of the margin is 14 mm (0.551").

4 Press the [ENTER] button.



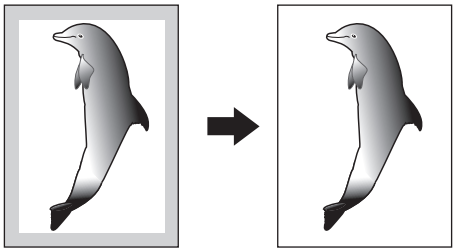
Set “Book-type original -> 2-sided copy” (P.131) in duplex copying as well.

EDGE ERASE

If the original has a dirty or torn edge, it may be reproduced as a black stain on the copy. In that case, set the edge erase. A white border is created along the edges of the copy, eliminating those black stains.

Tips

- This function is available only in the case of standard-size originals.
- The width of the edge erase margin can be adjusted in 1 mm increments.

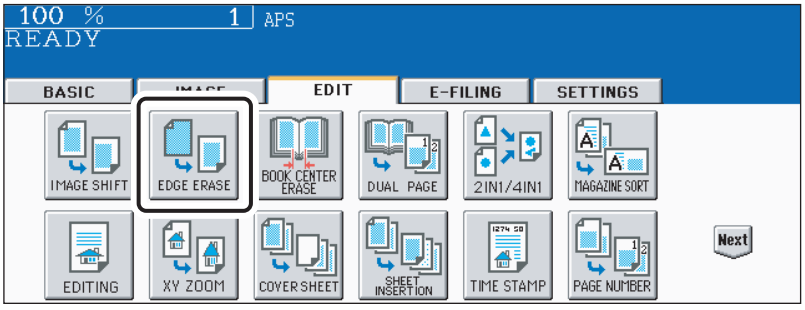


1 **Place paper in the drawer(s).**

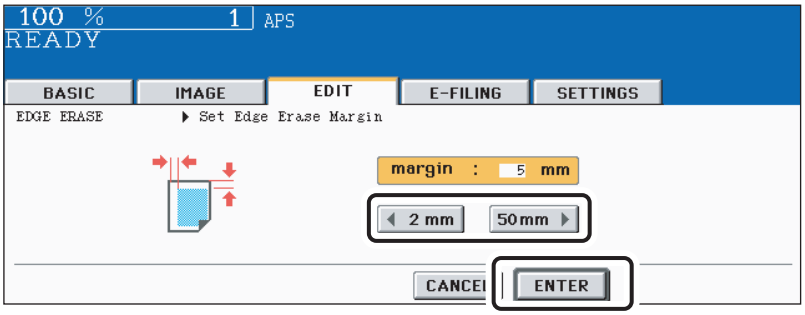
When using this mode in bypass copying (P.81), be sure to specify the paper size.

2 **Place the original(s).**

3 **Press the [EDIT] button to enter the edit menu, and then press the [EDGE ERASE] button.**



4 **Adjust the width by pressing the [2 mm] or [50 mm] button, and then press the [ENTER] button.**



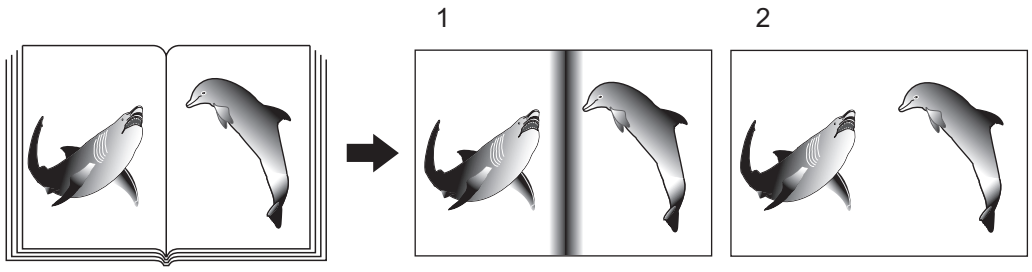
- The default width of the white border is 5 mm (0.197").
- Select other copy modes as required.

5 **Press the [START] button.**

BOOK CENTER ERASE

This function allows you to erase the shadow in the center of a book original.

1. Before book center erase is set
2. After book center erase is set



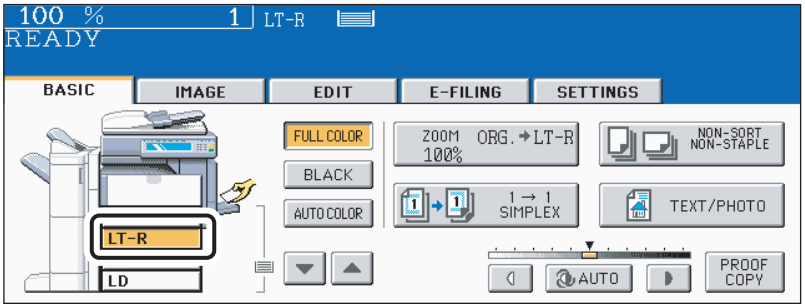
Tip

The width of the book center erase margin can be adjusted in 1 mm increments.

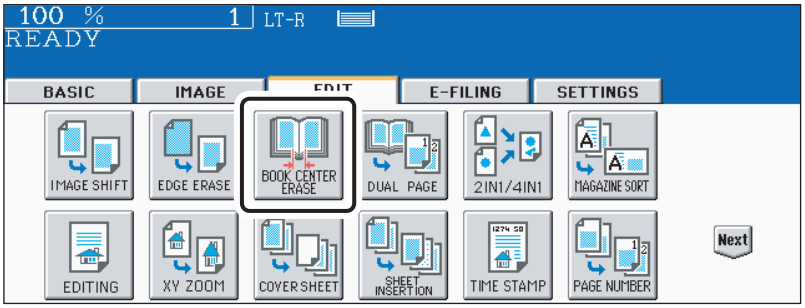
1 Place paper in the drawer(s).

When using this mode in bypass copying (P.81), be sure to specify the paper size.

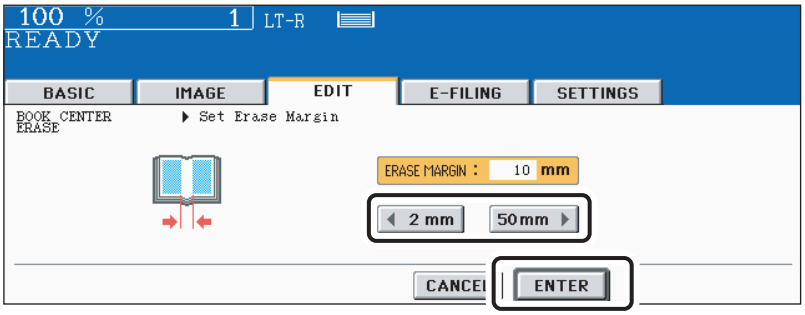
2 Press the drawer button representing the desired paper size on the touch panel.



3 Press the [EDIT] button to enter the edit menu, and then press the [BOOK CENTER ERASE] button.



4 **Adjust the width by pressing the [2 mm] or [50 mm] button, and then press the [ENTER] button.**



- The default width of the erase margin is 10 mm (0.393").
- Select other copy modes as required.

5 **Place a book original on the original glass.**

Align its center with the yellow guide line near the center of the original glass.

Caution

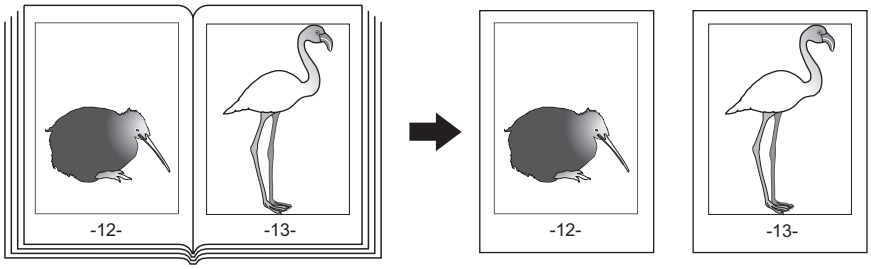
Do not place heavy objects (9 lb. or more) on the original glass and do not press on it with force. Breaking the glass could injure you.

6 **Press the [START] button.**

DUAL PAGE

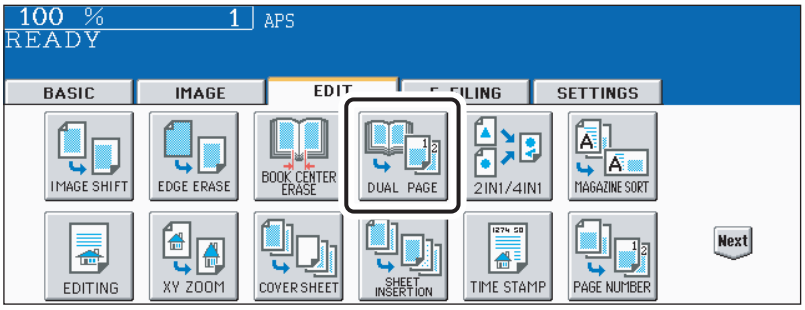
This function allows the facing pages of a book or magazine to be copied page by page onto 2 separate sheets of paper or duplex-copied on one sheet. It is not necessary to move the original on the glass. You can also place a pair of LT sized originals side by side and copy them on separate sheets of paper.

- Acceptable paper sizes for this function is LT only.



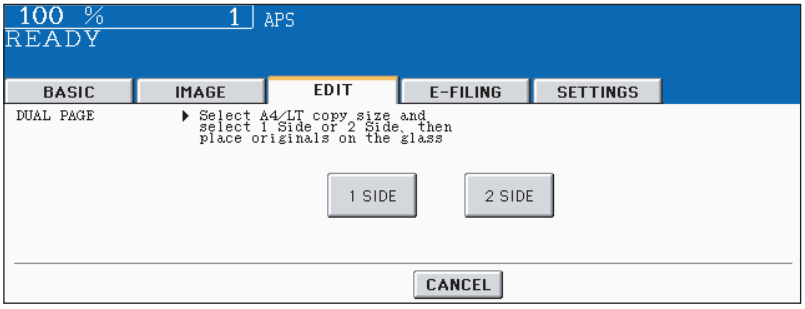
1 Place paper in the drawer(s).

2 Press the [EDIT] button to enter the edit menu, and then the [DUAL PAGE] button.



3 Press the [1 SIDE] (or [2 SIDE]) button.

1 SIDE: Making copies of the facing pages on 2 separate sheets of paper page by page
2 SIDE: Making duplex copies of them on one sheet



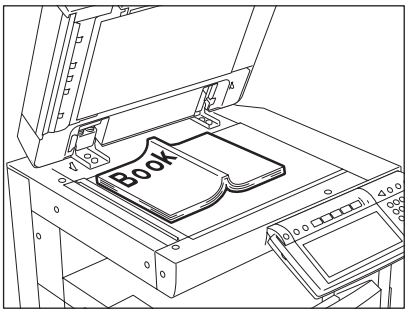
- The yellow indicator line for placing a book moves near the center of the original glass.
- If you need a binding margin, set the right or left margin. (P.157 “Creating a right or left margin”)

4 Press the [BASIC] button to enter the basic menu, and then select the copy size (LT).

- When using this mode in bypass copying (P.81), be sure to specify the paper size.
- Select other copy modes as required.

5 Place the first page(s) to be copied on the glass, and then press the [START] button.

Center the book on the yellow indicator line with the bottom toward you. (P.67)



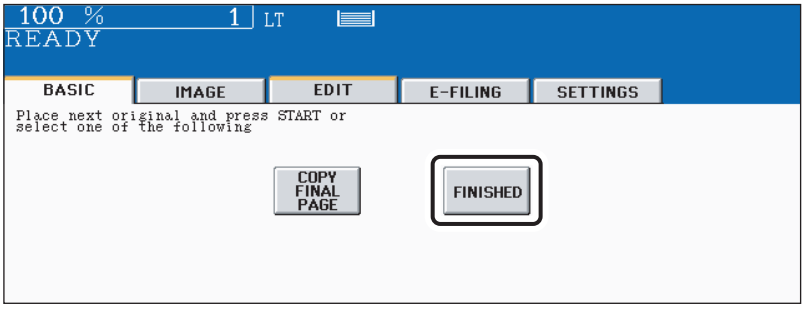
Caution

Do not place heavy objects (9 lb. or more) on the original glass and do not press on it with force. Breaking the glass could injure you.

6 Turn to the next page, set the book again, and then press the [START] button.

Repeat this step until all the originals have finished being scanned.

7 After all the originals have finished being scanned, press the [FINISHED] button.

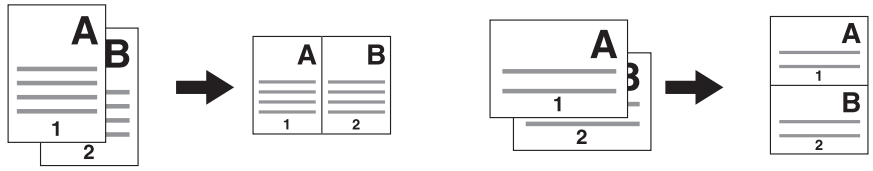


Press the [COPY FINAL PAGE] button if the last original is a 1-sided page.

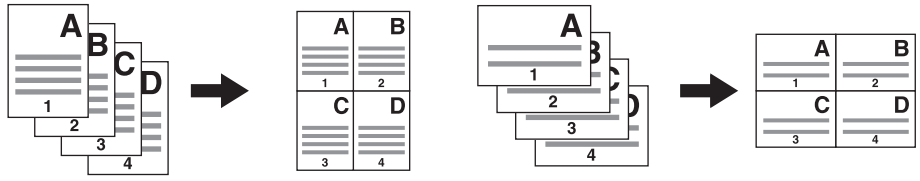
2IN1 / 4IN1

This feature allows multiple originals to be reduced and copied onto a single sheet of paper. There are 2 modes: 2IN1 copying, where 2 originals are copied onto a single sheet, and 4IN1 copying, where 4 originals are copied onto a single sheet. In addition, duplex 2IN1 / 4IN1 modes are available, where four/eight originals can be copied to 2 sides of a single sheet of paper.

2IN1

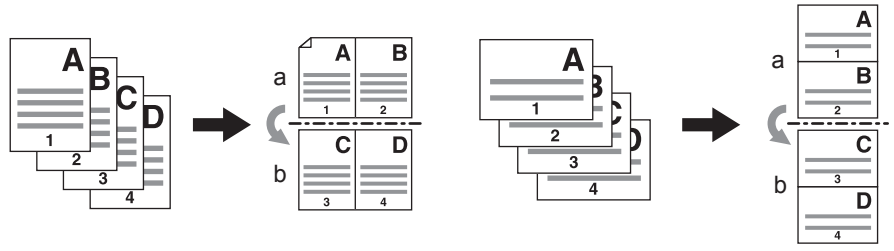


4IN1



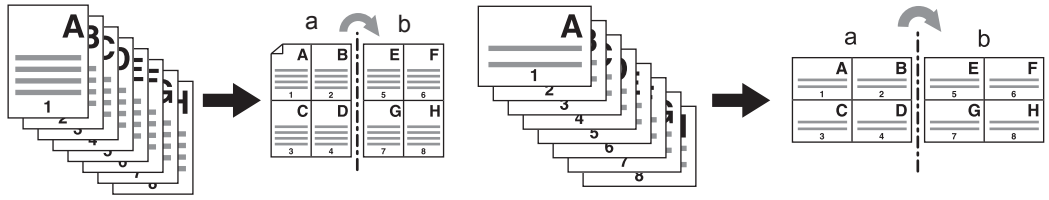
2IN1 DUPLEX (a: Side 1, b: Side 2)

- When a copy is turned with the line as a pivot, originals are printed on Side 2 (back face) as shown.



4IN1 DUPLEX (a: Side 1, b: Side 2)

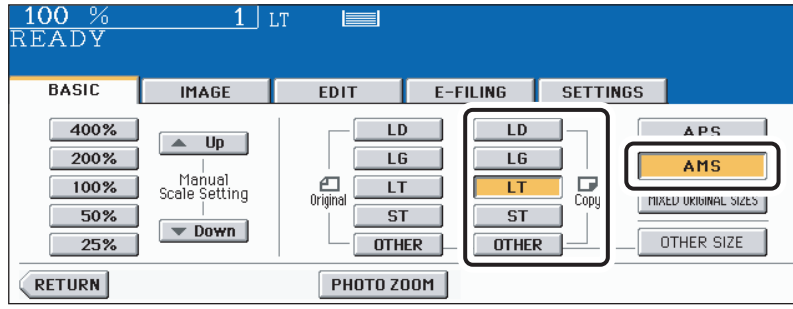
- When a copy is turned with the line as a pivot, originals are printed on Side 2 (back face) as shown.



1 Place paper in the drawer(s).

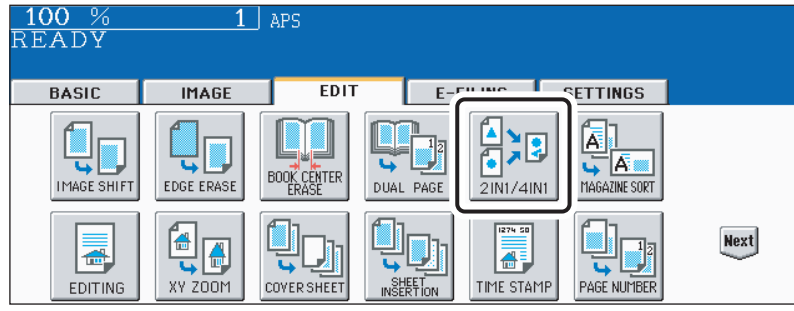
Tips

- When using this mode in bypass copying (P.81), be sure to specify the paper size.
- If the paper size is not changed, paper of the same size as the original is selected.
- To make copies on paper which is not the same size as the original, press the [ZOOM] button on the basic menu to enter the following menu, select the desired paper size and press the [AMS] button.

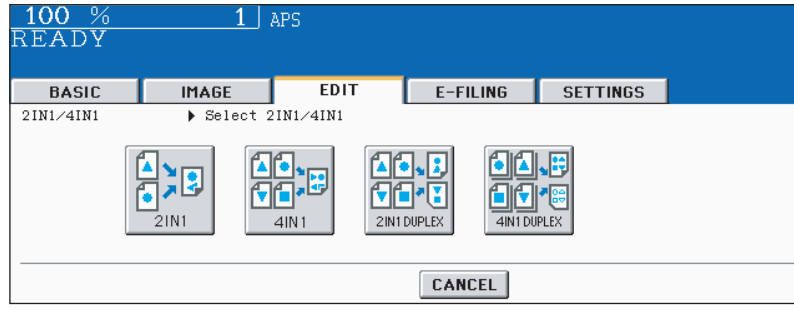


2 Place the original(s).

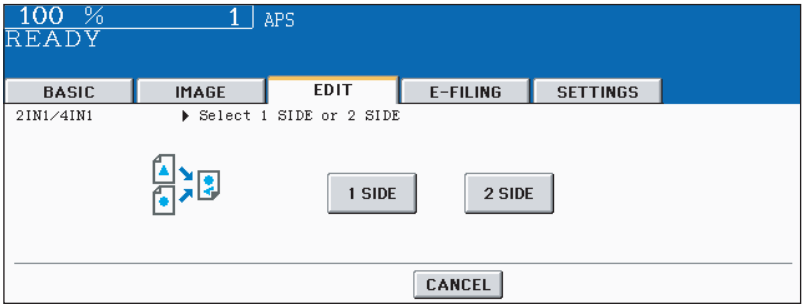
3 Press the [EDIT] button to enter the edit menu, and then press the [2IN1 / 4IN1] button.



4 Select the type of image combination.



5 Press the [1 SIDE] (or [2 SIDE]) button.



Select other copy modes as required.

6 Press the [START] button.

- When the Reversing Automatic Document Feeder (optional) is used, the original is scanned and copying starts.
- When the original is placed on the original glass, perform steps 7 and 8.

7 Place the next original, and press the [START] button.

- Data scanning of this original starts.
- The next original will also be scanned in the same manner when you press the [YES] button on the touch panel, and then press the [START] button on the control panel.
- Repeat this step until all the originals have finished being scanned.

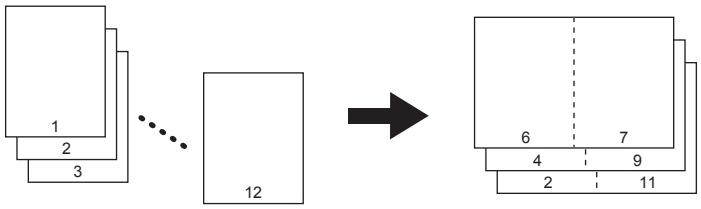
8 After all the originals have finished being scanned, press the [FINISHED] button.

Copying starts.

MAGAZINE SORT

This function allows 1-sided originals to be copied and sorted so that they can be folded and bound along a center line like typical magazines or booklets.

Example of copying a 12-page document

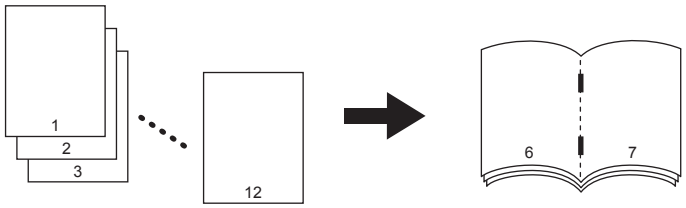


Tip

When placing a portrait originals horizontal to you in the magazine sort mode, be sure to set the correct direction of the originals. (P.194 “IMAGE DIRECTION”)

Using this function in combination with the Saddle Stitch Finisher (optional) makes copies automatically folded in half and stapled along their center line.

Example of copying with the Saddle Stitch Finisher (optional)



The Magazine sort function has 2 procedures; operating from the basic menu and operating from the edit menu. When operating from the edit menu, the margin width can be adjusted. To operate from the basic menu, see P.119 “Magazine sort & saddle stitch mode (booklet mode)”.

1 Place paper in the drawer(s).

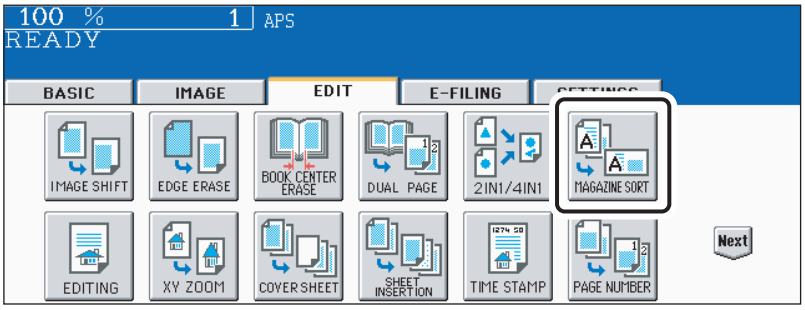
When using the Saddle Stitch Finisher, LD, LG, LT-R, A3, A4-R and B4 are available.

2 Select the paper type.

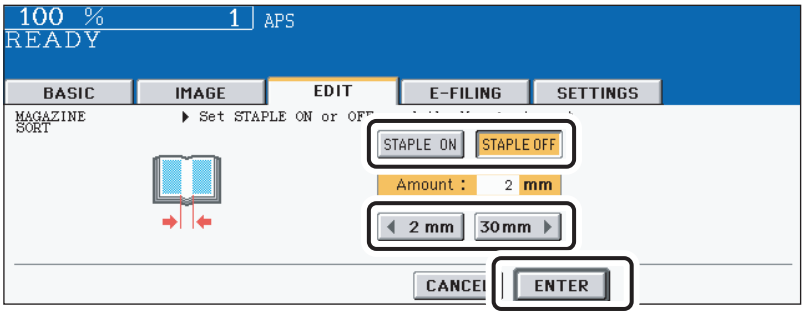
- For drawer feeding, see P.98 “Manual paper selection”.
- For bypass feeding, see P.81 “Bypass Copying”.

3 Place the original(s).

4 Press the [EDIT] button to enter the edit menu, and then press the [MAGAZINE SORT] button.



5 Set the saddle-stitch and the binding margin and press the [ENTER] button.



Tips

- To staple the center line using the Saddle Stitch Finisher (optional), press the [STAPLE ON] button. For the maximum number of sheets that can be stapled, see P.121 “Available conditions for saddle stitching”.
- To adjust the width, press the [2 mm] or [30 mm] button.
- The default width of the margin is 2 mm (0.08").
- The margin width can be adjusted in 1 mm increments.
- Select other copy modes as required.

6 Press the [START] button.

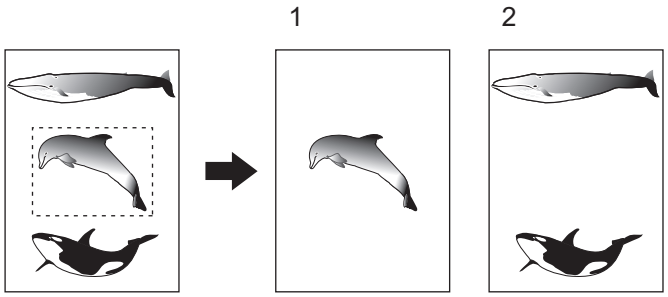
EDITING

Trimming / Masking

This function allows you to copy only the inside of the specified area on an original (trimming) or copy with the specified area masked (masking). Up to 4 rectangular areas can be specified on an original.

Tips

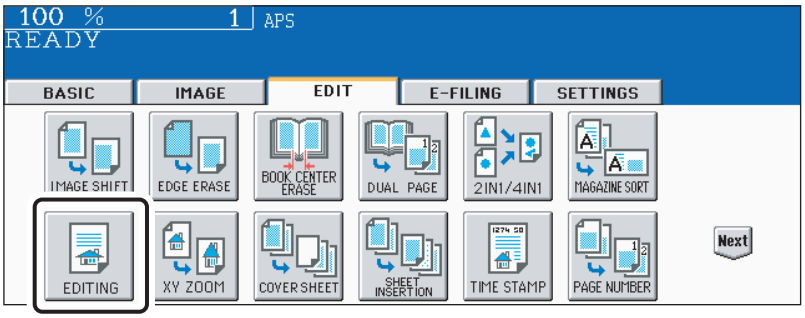
- Image editing is only available with standard-size originals.
- If the original and copy paper sizes are set incorrectly, the image in the specified range may not be copied correctly.
  1. An example of trimming
  2. An example of masking



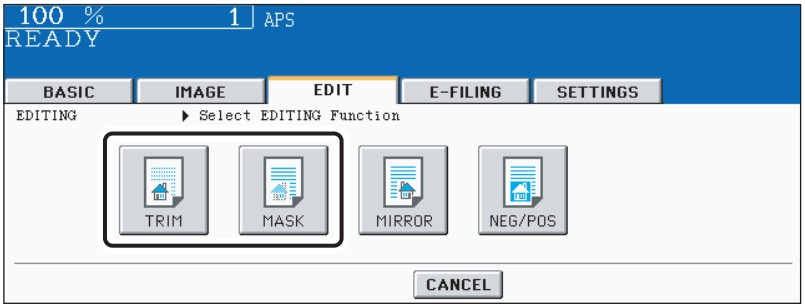
1 Place paper in the drawer(s).

When using this mode in bypass copying, be sure to specify the paper size (P.96 “Paper Selection”).

2 Press the [EDIT] button to enter the edit menu, and then press the [EDITING] button.

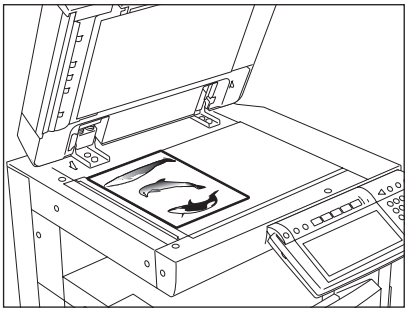


3 Press the [TRIM] (or [MASK]) button.



4 Place the original with its face up on the original glass.

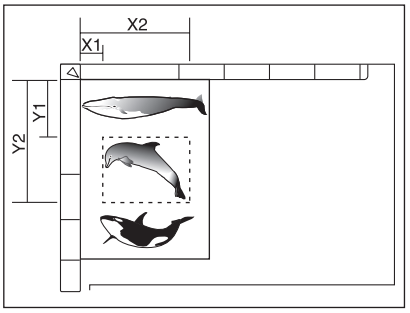
Set the original with its face up and bottom toward you and fit its top left corner against that of the original glass to align it with the original scales.



Caution

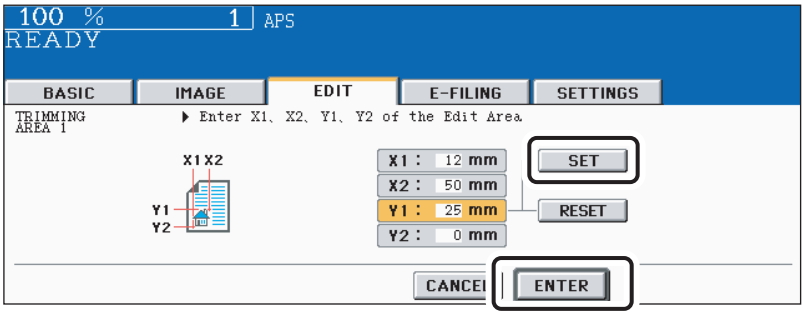
Do not place heavy objects (9 lb. or more) on the original glass and do not press on it with force. Breaking the glass could injure you.

5 Specify the area. Read the following 4 values of the left and top scales.



The marks of the original scale have a 2 mm (0.08") pitch.
X1: Distance from the top left to the left edge of the specified area
X2: Distance from the top left to the right edge of the specified area
Y1: Distance from the top left to the upper edge of the specified area
Y2: Distance from the top left to the lower edge of the specified area

6 Enter the values read in step 5 for the specified area, and then press the [SET] button. Set 4 values in order.

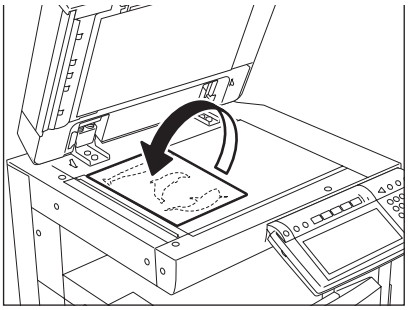


- After the setting of 4 values is finished, the next edit area menu is displayed. Repeat steps 5 and 6 when you specify other areas. Up to 4 areas can be specified on an original.
- To correct the value which has been set, press the [RESET] button. Pressing it once makes the highlighted field move one position upward. Highlight the field in which you want to rectify the value, and then key in the correct one.

7 Press the [ENTER] button after specifying the area.

8 Place the original(s) with its face down.

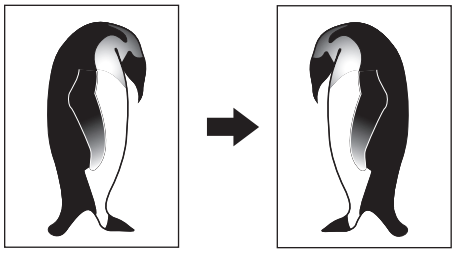
- Set the original with its face down and bottom toward you and fit its top left corner against that of the original glass.
- Select other copy modes as required.



9 Press the [START] button.

Mirror image

This function allows you to make copies with images completely reversed (right and left).

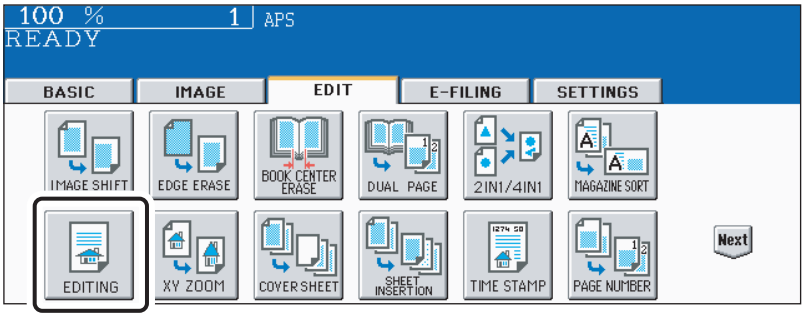


1 **Place paper in the drawer(s).**

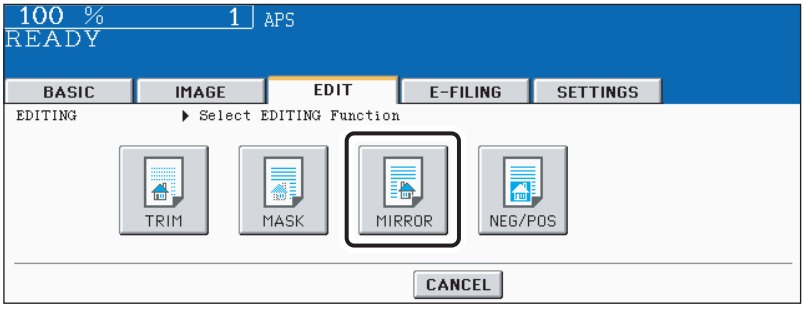
When using this mode in bypass copying, be sure to specify the paper size (P.96 “Paper Selection”).

2 **Place the original(s).**

3 **Press the [EDIT] button to enter the edit menu, and then press the [EDITING] button.**



4 **Press the [MIRROR] button.**

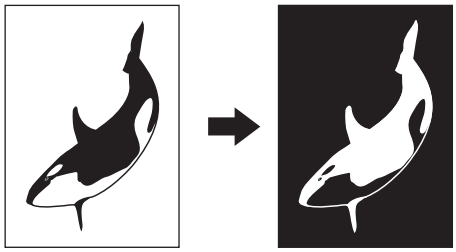


Select other copy modes as required.

5 **Press the [START] button.**

Negative/Positive reversal

This function allows you to make copies reversing the contrasting density on the whole face of original.
This function can be used only when the color mode is “BLACK” or “FULL COLOR”.

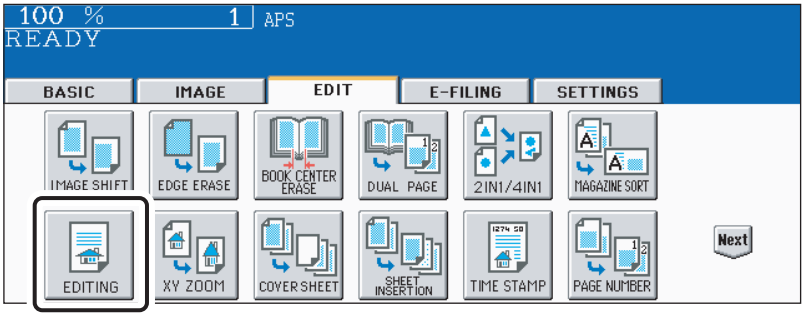


1 Place paper in the drawer(s).

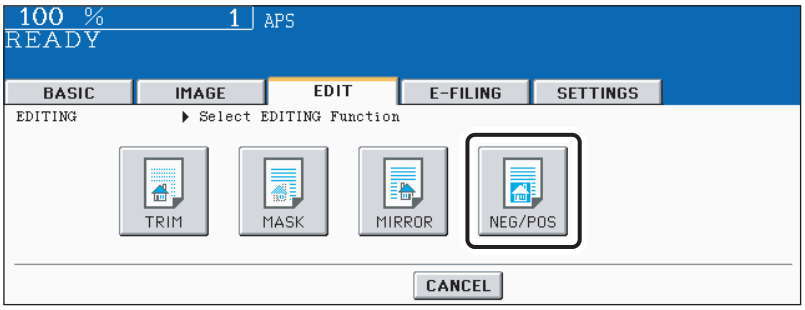
When using this mode in bypass copying, be sure to specify the paper size (P.96 “Paper Selection”).

2 Place the original(s).

3 Press the [EDIT] button to enter the edit menu, and then press the [EDITING] button.



4 Press the [NEG/POS] button.



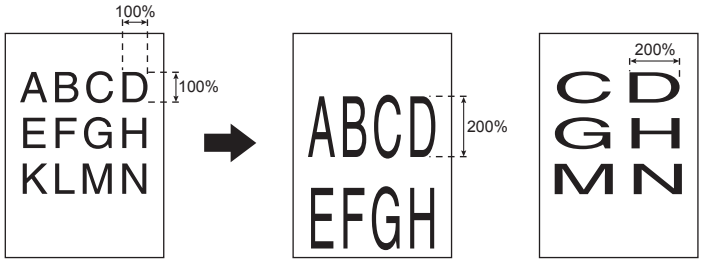
- Select other copy modes as required.

5 Press the [START] button.

XY ZOOM

This function allows you to make copies with different reproduction ratios set for the X (horizontal) and Y (vertical) direction.
The reproduction ratio is in the range of 25 to 400%. However, in the following cases, it is in the range of 25 to 200%.

- When the color mode is “FULL COLOR” or “AUTO COLOR”
- When the color mode is “BLACK” and the original mode is “PHOTO”.
- When the original mode is “IMAGE SMOOTHING”
- When “TWIN COLOR COPY” is used
- When “MONO COLOR COPY” is used.
- When the original is set on the Reversing Automatic Document Feeder (optional)

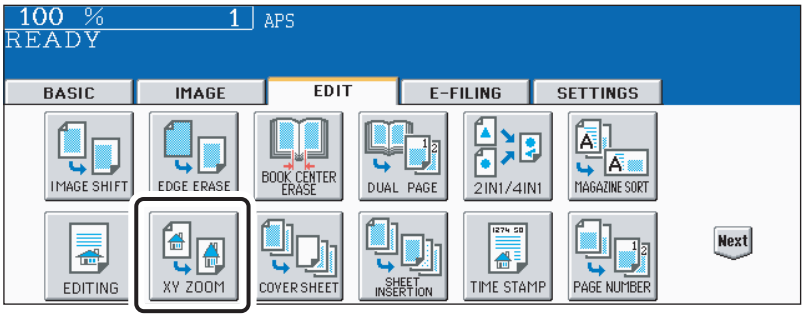


1 Place paper in the drawer(s).

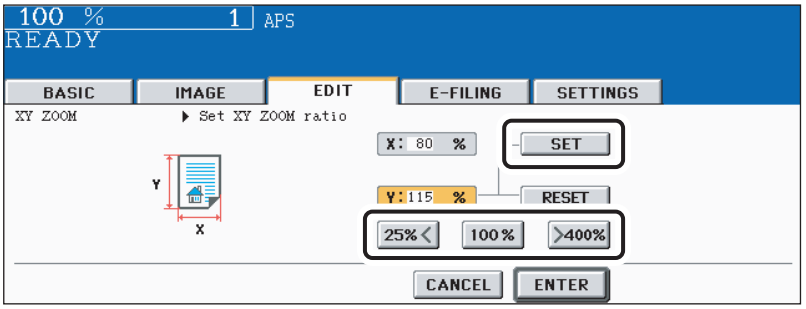
When using this mode in bypass copying (P.81), be sure to specify the paper size.

2 Place the original(s).

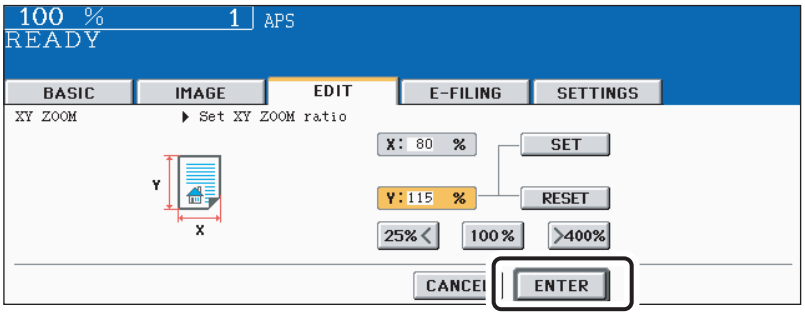
3 Press the [EDIT] button to enter the edit menu, and then press the [XY ZOOM] button.



4 **Using the [25%] and [400%] buttons, set the reproduction ratio for X and press the [SET] button. Then set the reproduction ratio for Y.**



5 **Press the [ENTER] button.**



Select other copy modes as required.

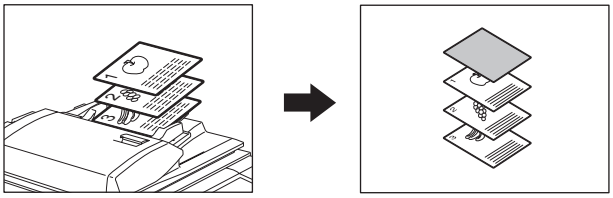
6 **Press the [START] button.**

COVER SHEET

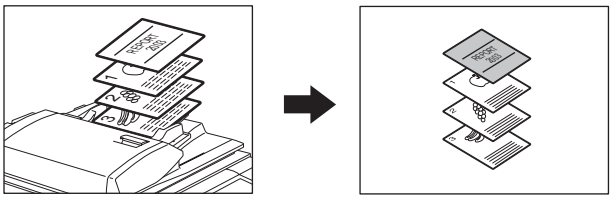
This function allows you to insert special sheets of paper (such as color paper) into a set of copies as cover sheets. A copied front cover sheet can be inserted. The back cover sheet is inserted blank. There are 4 types of cover sheet modes:

1. Adding a blank front cover sheet ([TOP BLANK])
2. Adding a copied front cover sheet ([TOP COPIED])
3. Adding a blank front and blank back cover sheets ([BOTH BLANK])
4. Adding a copied front and blank back cover sheets ([TOP COPIED BACK BLANK])

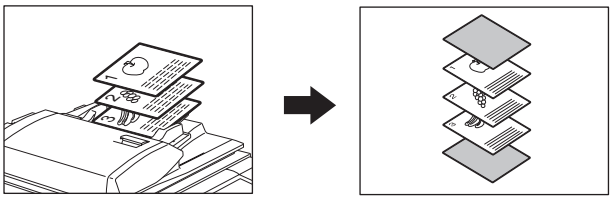
1



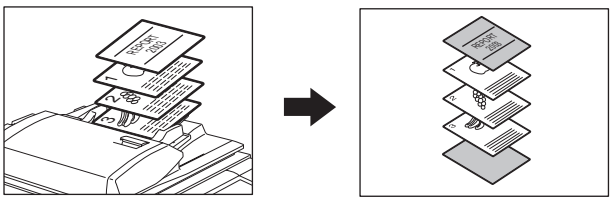
2



3



4



1 Place the cover sheet.

Notes

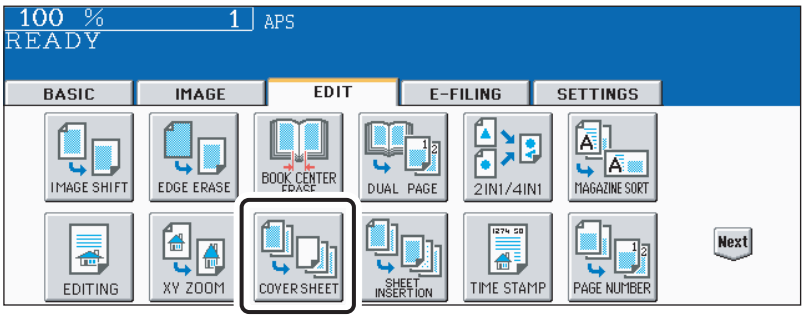
- Place the cover sheet in the drawer selected for cover sheets or on the bypass tray.
- When it is placed in the drawer for the cover sheets, you must set the paper type (cover sheet), size and thickness. (P.59 “Drawer for special uses”)
- When it is placed on the bypass tray, you must set the paper size and thickness. (P.81 “Bypass Copying”)
- Make sure the cover sheet and the sheets other than the cover sheet are placed in the same direction and of the same size.

2 Place paper (other than cover paper) in the drawer(s).

3 Place the original(s).

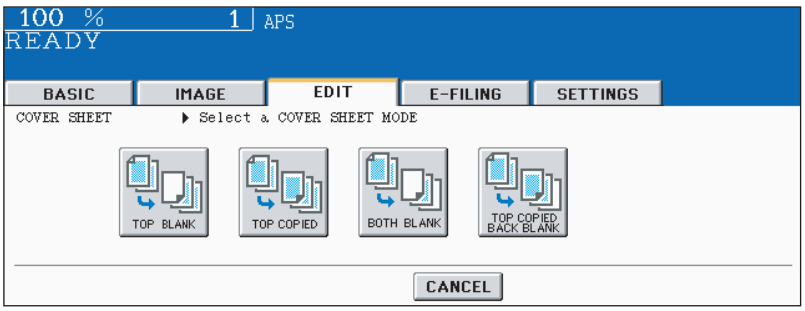
Originals should be placed from the first page on the original glass.

4 Press the [EDIT] button to enter the edit menu and then the [COVER SHEET] button.



5 Press the desired cover sheet button.

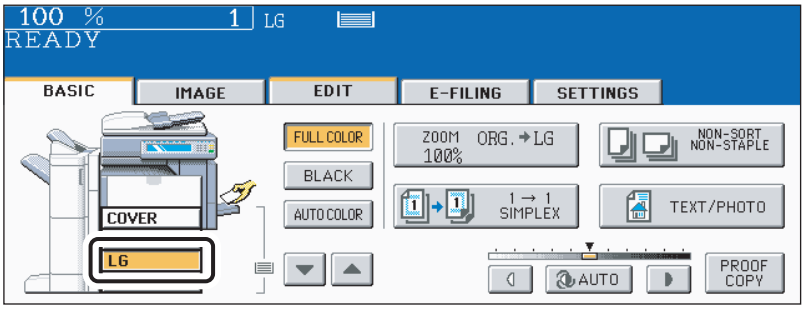
TOP BLANK: To add a blank front cover sheet
TOP COPIED: To add a copied front cover sheet
BOTH BLANK: To add blank front and back cover sheets
TOP COPIED BACK BLANK: To add copied front and blank back cover sheets



Tip

When “1-Sided Original to 2-Sided Copy” with the [TOP COPIED] or [TOP COPIED BACK BLANK] button pressed is performed, a 1-sided copy is made for a cover sheet.

6 Press the [BASIC] button to enter the basic menu, and then select a paper source of the same size and direction as the cover sheet.



Select other copy modes as required.

7 Press the [START] button.

- When the Reversing Automatic Document Feeder (optional) is used, the original is scanned and copying starts.
- When the original is placed on the original glass, perform steps 8 and 9.

8 Place the next original, and press the [START] button.

- Data scanning of this original starts.
- The next original will also be scanned in the same manner when you press the [YES] button on the touch panel, and then press the [START] button on the control panel.
- Repeat this step until all the originals have finished being scanned.

9 After all the originals have finished being scanned, press the [FINISHED] button.

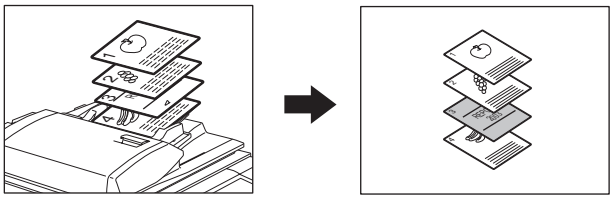
Copying starts.

SHEET INSERTION

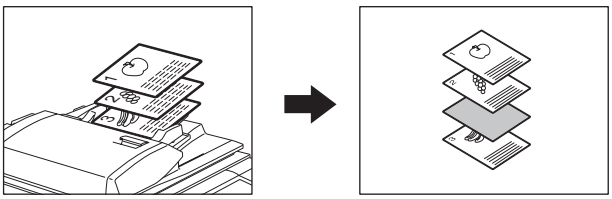
This function allows you to insert special sheets of paper (such as color paper) into the specified pages. 2 kinds of sheets for insertion are available. Up to 50 pages can be specified for [INSERT SOURCE 1] and [INSERT SOURCE 2] combined. There are 2 types of sheet insertion modes:

1. Inserting a copied sheet into the specified page ([COPIED])
2. Inserting a blank sheet into the page previous to the specified one ([BLANK])

1



2



1 Place the special sheets of paper.

Tips

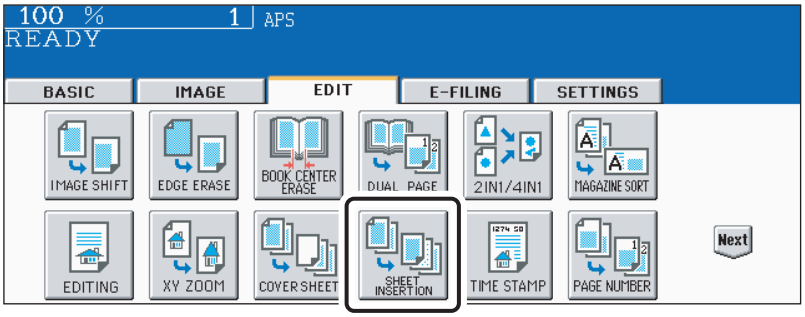
- Place the special sheets of paper on the bypass tray or in the drawer selected for sheet insertion.
- Both special sheets of paper and plain paper should be placed in the same direction and be of the same size.
  P.59 “Drawer for special uses”

2 Place plain paper in the drawer(s).

3 Place the original(s).

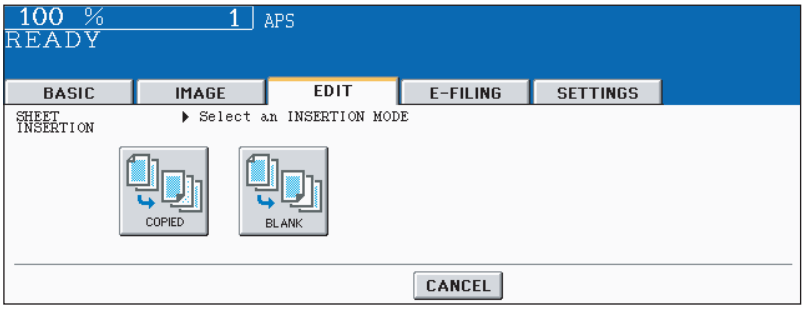
Originals should be placed from the first page on the original glass.

4 Press the [EDIT] button to enter the edit menu, and then press the [SHEET INSERTION] button.

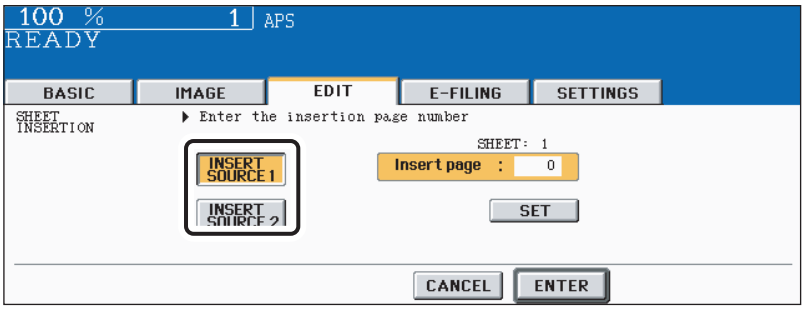


5 Press the [COPIED] (or [BLANK]) button.

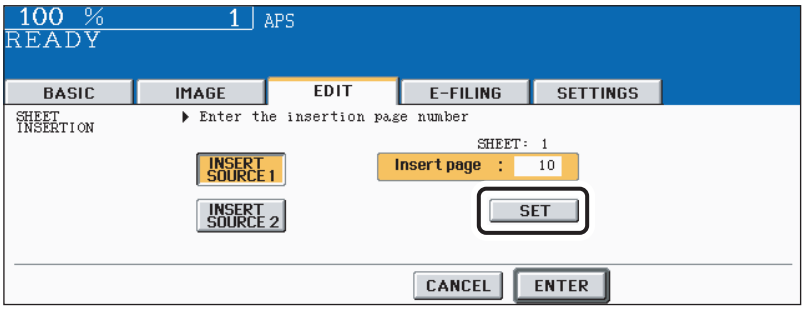
COPIED: To insert a copied sheet into the specified page
BLANK: To insert a blank sheet into the page previous to the specified one



6 Press the [INSERT SOURCE 1] (or [INSERT SOURCE 2]) button.



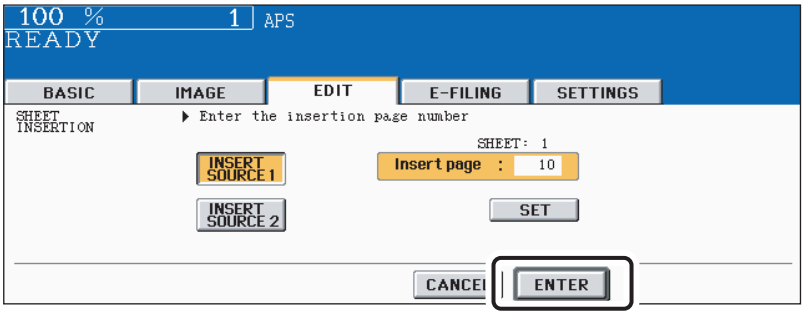
7 Key in the desired page number (3 digits or less) for insertion and press the [SET] button.



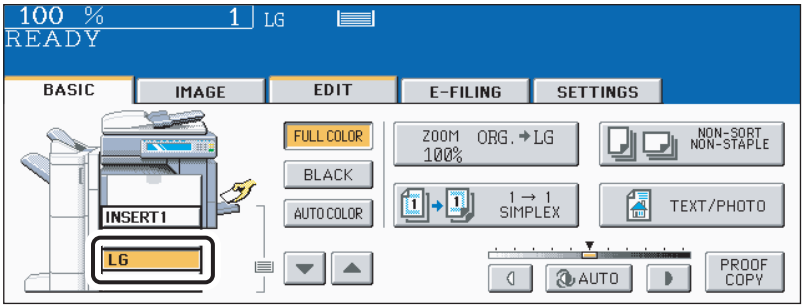
Tips

- When [COPIED] is selected on step 5, a copied sheet is inserted into the specified page. When [BLANK] is selected, a blank sheet is inserted into the page previous to the specified one.
- Up to 50 pages can be specified for [INSERT SOURCE 1] and [INSERT SOURCE 2] combined. When inserting multiple sheets one by one at specified pages, repeat steps 6 and 7.

8 **After the specifying of all insertion pages is finished, press the [ENTER] button.**



9 **Press the [BASIC] button to enter the basic menu, and then select a paper source of the same size and direction as the sheet insertion.**



Select other copy modes as required.

10 **Press the [START] button.**

- When the Reversing Automatic Document Feeder (optional) is used, the original is scanned and copying starts.
- When the original is placed on the original glass, perform steps 11 and 12.

11 **Place the next original, and press the [START] button.**

- Data scanning of this original starts.
- The next original will also be scanned in the same manner when you press the [YES] button on the touch panel, and then press the [START] button on the control panel.
- Repeat this step until all the originals have finished being scanned.

12 **After all the originals have finished being scanned, press the [FINISHED] button.**

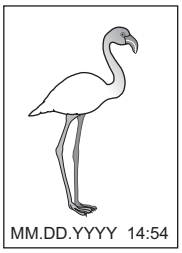
Copying starts.

TIME STAMP

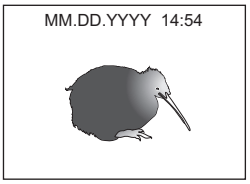
This function allows you to add the time and date of the scanning to the copies.

1. Printed at the bottom of a portrait copy
2. Printed at the top of a landscape copy

1



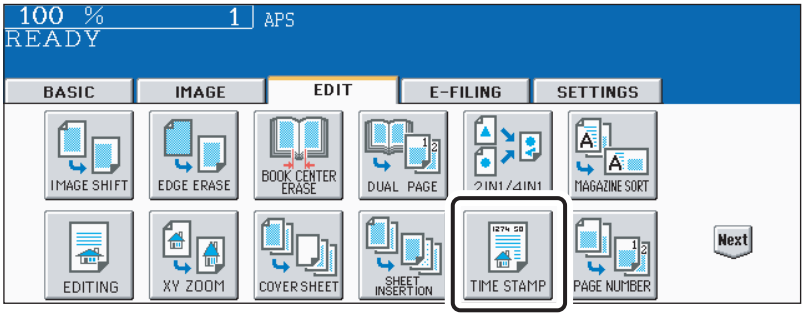
2



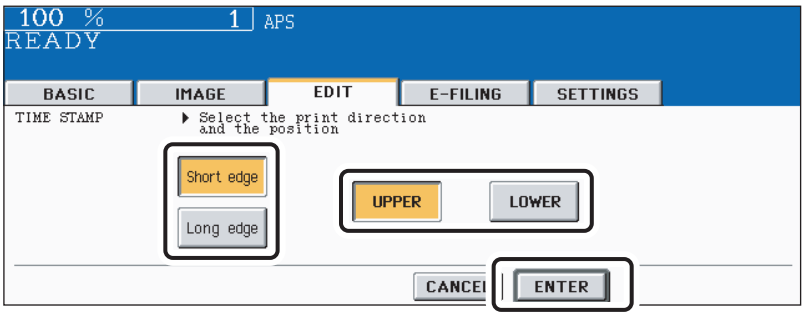
1 **Place paper in the drawer(s).**

2 **Place the original(s).**

3 **Press the [EDIT] button to enter the edit menu, and then press the [TIME STAMP] button.**



4 **Select the orientation ([Short edge] or [Long edge]) and position ([UPPER] or [LOWER]) of the date and time to be printed, and then press the [ENTER] button.**



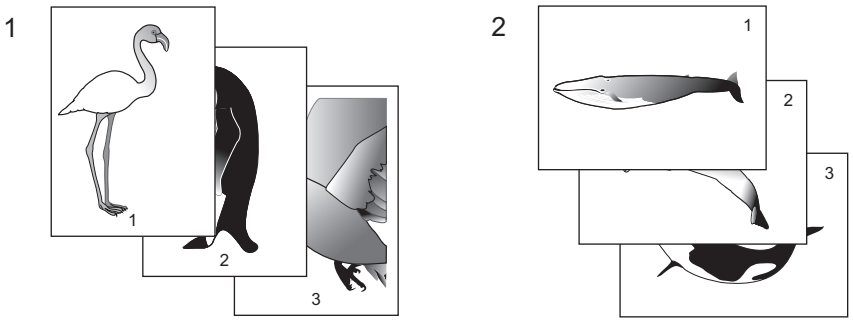
Select other copy modes as required.

5 **Press the [START] button.**

PAGE NUMBER

This function allows you to add page numbers to the copies.

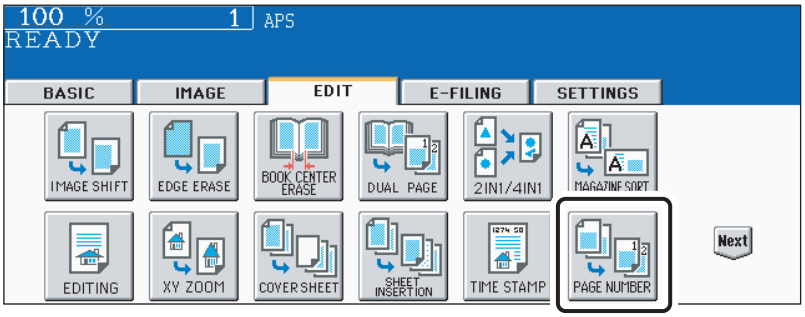
1. Printed at the bottom center of a portrait copy
2. Printed at the top right of a landscape copy



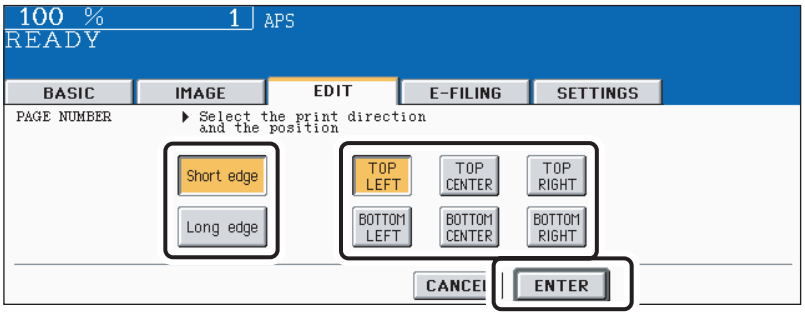
1 **Place paper in the drawer(s).**

2 **Place the original(s).**

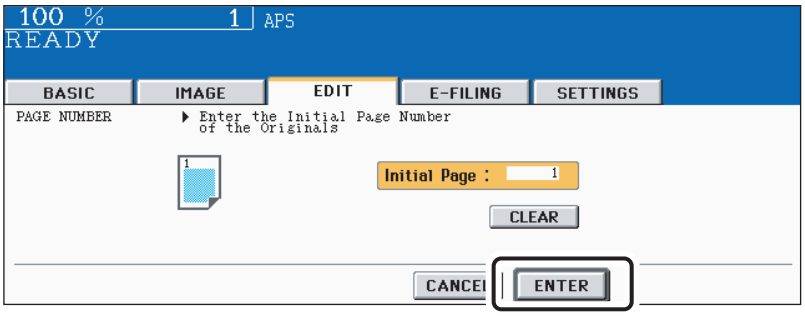
3 **Press the [EDIT] button to enter the edit menu, and then press the [PAGE NUMBER] button.**



4 **Select the orientation ([Short edge] or [Long edge]) and position ([TOP LEFT], [TOP CENTER], [TOP RIGHT], [BOTTOM LEFT], [BOTTOM CENTER] or [BOTTOM RIGHT]) of the page number to be printed, and then press the [ENTER] button.**



5 **Key in the starting page number and then press the [ENTER] button.**

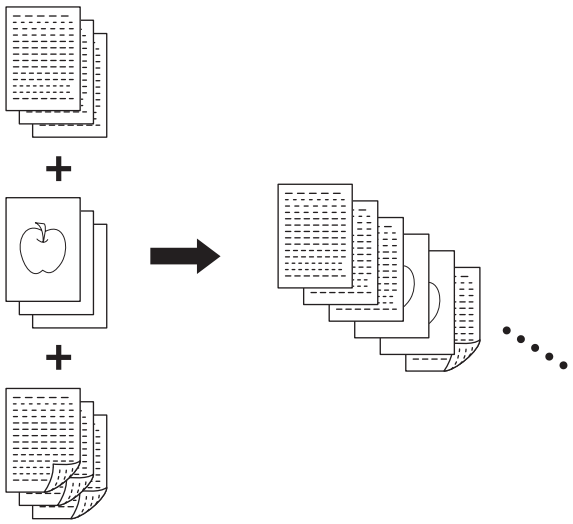


Select other copy modes as required.

6 **Press the [START] button.**

JOB BUILD

This function allows you to copy different kinds of originals at one time.
Scanning is performed by setting the optimal original mode and image adjustment for each original (it is called a job). After all the originals have finished being scanned, they can be copied at one time.
Also, the original scanning source (Reversing Automatic Document Feeder or original glass) of originals can be switched per job, and so, for example, after originals such as multiple LD texts, news clips, photographs in magazines and multiple LT photographs with the appropriate settings have finished being scanned, they can be copied in the scanned order in one go. And the scanned data can be stored in e-Filing.



- Up to 1000 pages of originals are possible.
- Any number of jobs can be set until the total number of scanned original pages reaches 1000.

There are restrictions on the settings for JOB BUILD: Settings not available for JOB BUILD, common settings which are set before scanning the first job and applied to all jobs, and changeable settings for each job. See the following table to perform the setting.

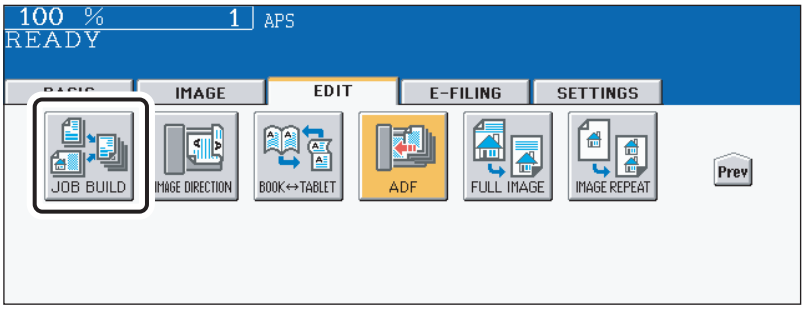
Settings not available for JOB BUILD	Common settings for all jobs	Changeable settings per each job
Automatic Paper Selection (APS) Book to 2 Twin color copy Image editing XY zoom Cover copying Sheet insertion mode Magazine sort Magazine sort & Saddle stitch 2IN1 / 4IN1 Full image Image repeat	e-Filing Mixed-size original Paper size to be copied Sort mode Image shift Book center erase Time stamp Page number Image direction in 2-sided copying Book <-> tablet Photo zoom	Reproduction ratio Automatic magnification selection (Default setting for JOB BUILD) Original size Original mode Color mode 1-sided -> 1-sided / 2-sided -> 1-sided (or 1-sided -> 2-sided / 2-sided -> 2-sided) copying Background adjustment Sharpness Edge erase Dual-page ADF / SADF

1 Place the originals of the 1st job.

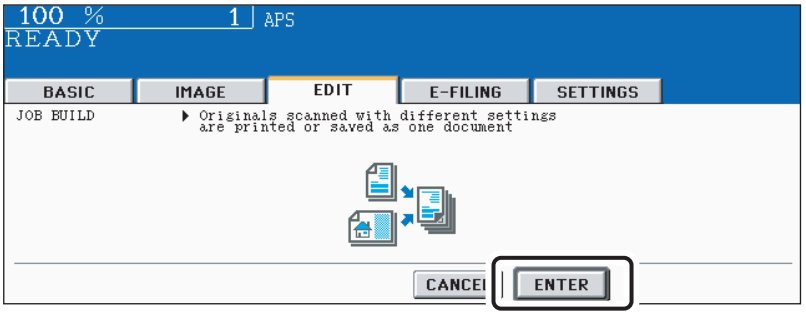
Tips

- When an original is placed on the original glass, one page is regarded as one job.
- To copy mixed-size originals using the Reversing Automatic Document Feeder, see P.99 “Copying mixed-sized originals in one operation (mixed original size)”.
- Select the drawer if you want to specify it.

2 Press the [EDIT] button to enter the edit menu. Then press the [Next] button to switch the menu, and press the [JOB BUILD] button.

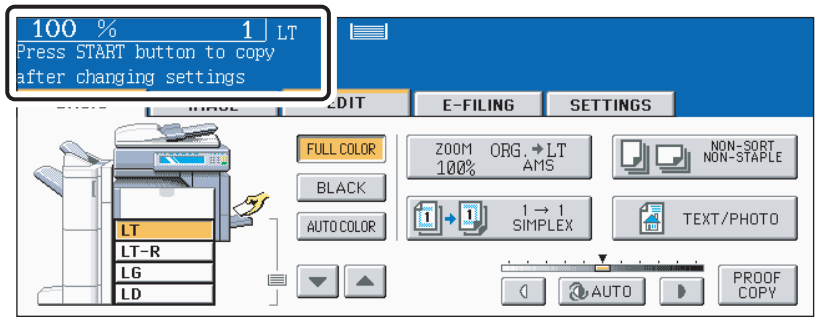


3 Press the [ENTER] button.



Read the brief description of JOB BUILD on the touch panel.
JOB BUILD is set and the basic menu is displayed.

4 **After "Press START button to copy after changing settings." appears, perform the settings for the 1st job and the common settings for all jobs.**

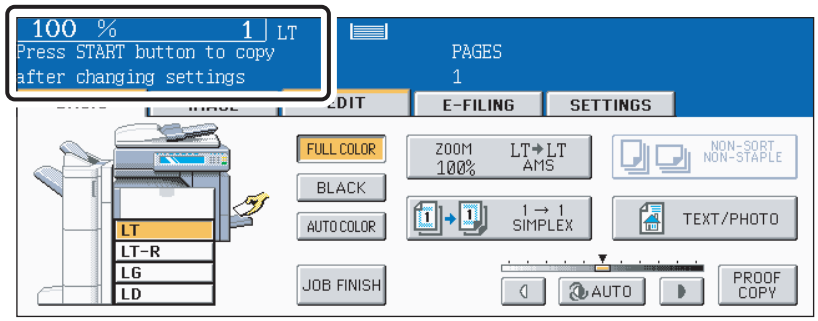


- Press the [SETTINGS] button to confirm the settings.
- To change the settings, press the [FUNCTION CLEAR] button, and then start the procedure again from step 1.

5 **Press the [START] button.**

The scanning of the originals for the 1st job starts.

6 **After "Press START button to copy after changing settings." appears, place the originals of the 2nd job. Perform the settings for the 2nd job.**



Note that copying will be performed in the same modes as those of the 1st job if the settings are not changed.

- Press the [SETTINGS] button to confirm the settings.

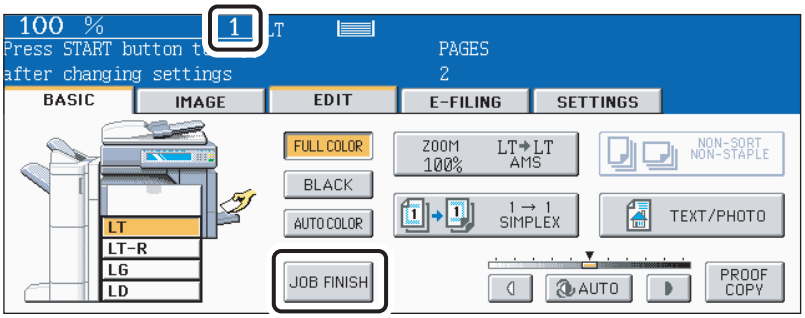
7 **Press the [START] button.**

The scanning of the originals for the 2nd job starts.

- Repeat steps 6 to 7 until all the originals have finished being scanned.

8 **After all the originals have finished being scanned, confirm the number of copies on the menu and change if needed.**

9 Press the [JOB FINISH] button on the basic menu.



The copying of the originals starts.

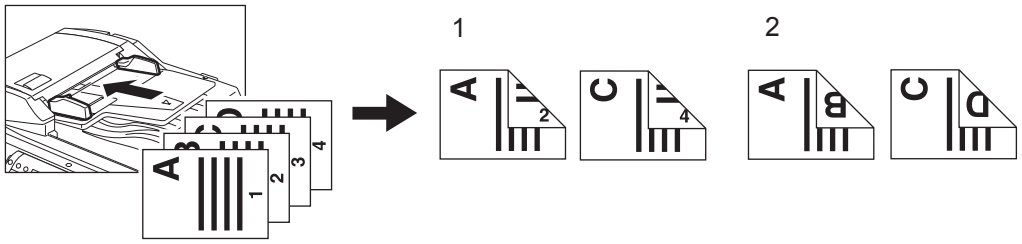
- When copy and e-Filing/file functions are set, storing starts.

IMAGE DIRECTION

This function allows you to adjust the direction to 'open toward the left' when a portrait original such as LD, LT, LG, ST-R, etc., which is placed in a landscape direction, is copied under the mode of "1-Sided Originals to 2-Sided Copies".
This function is not necessary for copying in the direction of 'open to top'.

When a 2-sided 'open toward the left' (Book) portrait LD, LT, LG, ST-R original, etc. is copied using this function with [2-Sided Originals to 1-Sided Copies], copies can be adjusted to the same direction.

[IMAGE DIRECTION]:
1. Set
2. No setting

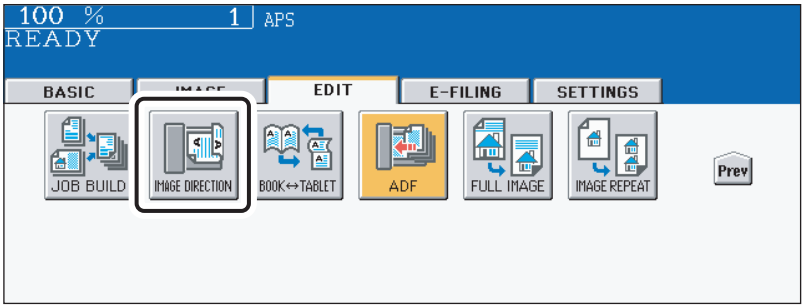


1 Place paper in the drawer(s).

2 Place the original(s).

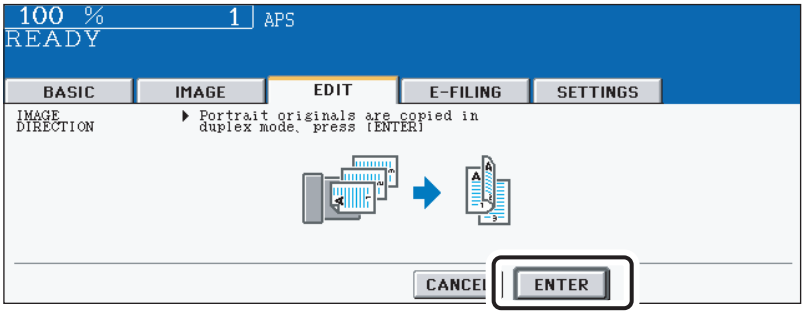
3 Perform the setting of [1 -> 2 DUPLEX] (or [2 -> 1 SPLIT]).
P.126 "Duplex Copying"

4 Press the [EDIT] button to enter the edit menu. Then press the [Next] button to switch the menu, and press the [IMAGE DIRECTION] button.



- The direction of the copy is adjusted by this operation.

5 Press the [ENTER] button.

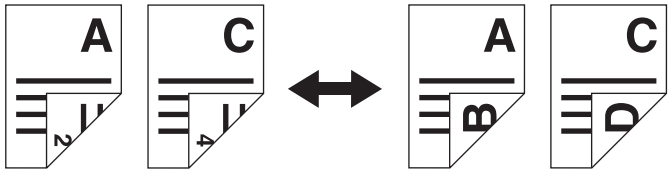


Select other copy modes as required.

6 Press the [START] button.

BOOK - TABLET

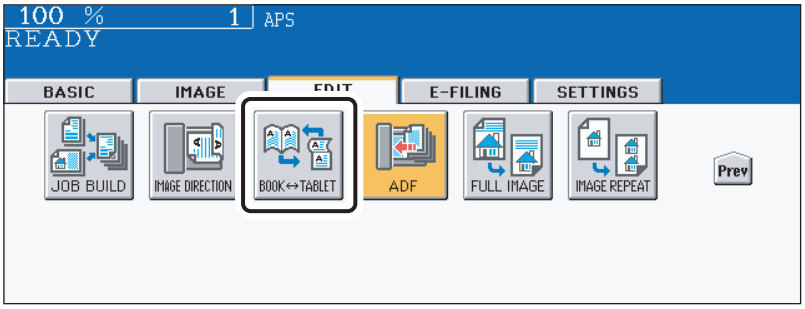
When copying under the mode of 2-Sided Originals to 2-Sided-Copies, this function allows you to rotate the back side of the original to be copied by 180º. It is useful when 'open to left' (Book) originals need to be copied in 'open to top' (Tablet), and the opposite condition is available.



1 **Place paper in the drawer(s).**

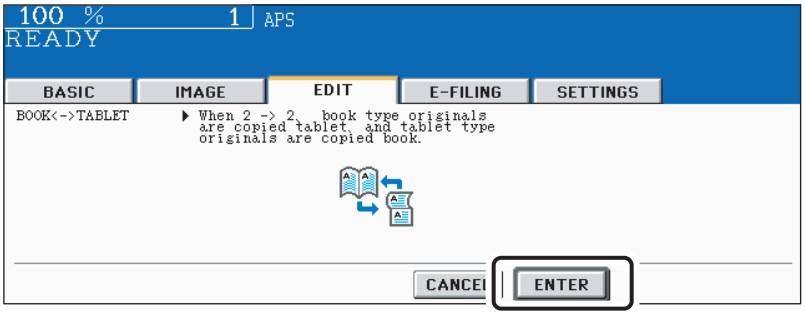
2 **Place the original(s).**

3 **Press the [EDIT] button to enter the edit menu. Then press the [Next] button to switch the menu, and press the [BOOK <-> TABLET] button.**



- 'Open to left' originals are copied in 'open to top' and 'open to top' originals are copied in 'open to left' by this operation.

4 **Press the [ENTER] button.**



Select other copy modes as required.

5 **Press the [START] button.**

ADF / SADF

You can select the paper feeding mode when using the Reversing Automatic Document Feeder (optional). There are two ways to feed originals.

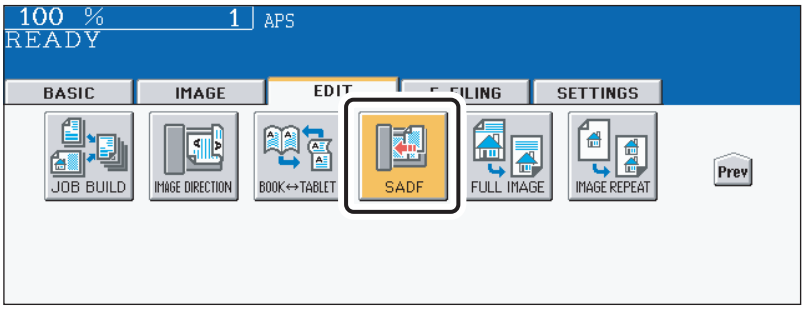
Continuous feed mode:	Originals placed on the Reversing Automatic Document Feeder are continuously fed in after the [START] button is pressed. It is useful to select this mode for copying multiple originals at one time. (This is the initial setting at the time of the installation of the equipment.)
Single feed mode:	An original is automatically pulled in as soon as it is placed. It is recommended to select this mode for copying originals one by one.

- In the single feed mode, set the originals one after another. Setting more than one original could cause a tilted image or a paper jam.
- To set different size originals, see P.99 “Copying mixed-sized originals in one operation (mixed original size)”.

Continuous feed mode

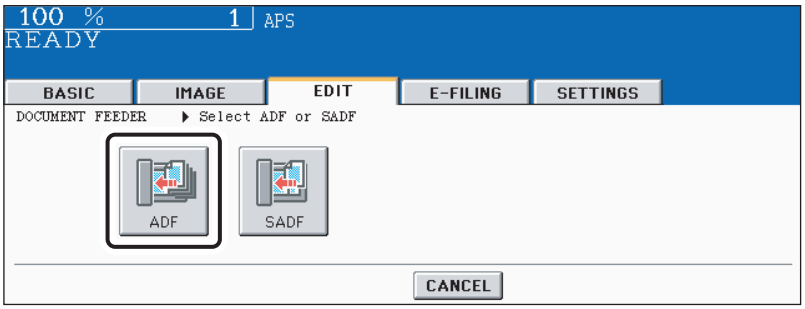
1 Place paper in the drawer(s).

2 Press the [EDIT] button to enter the edit menu. Then press the [Next] button to switch the menu, and press the [SADF] button.



- If the [ADF] button is already displayed, the continuous feed mode is set. In this case, skip to step 5.

3 Press the [ADF] button.



Select other copy modes as required.

4 **Place the original(s) on the Reversing Automatic Document Feeder (optional).**

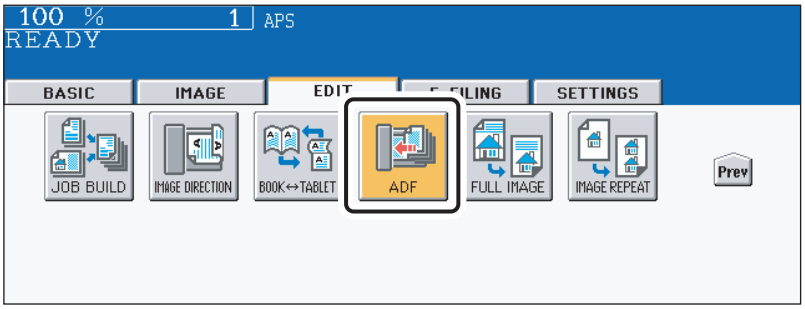
P.68 “Using the Reversing Automatic Document Feeder (optional)”

5 **Press the [START] button.**

Single feed mode

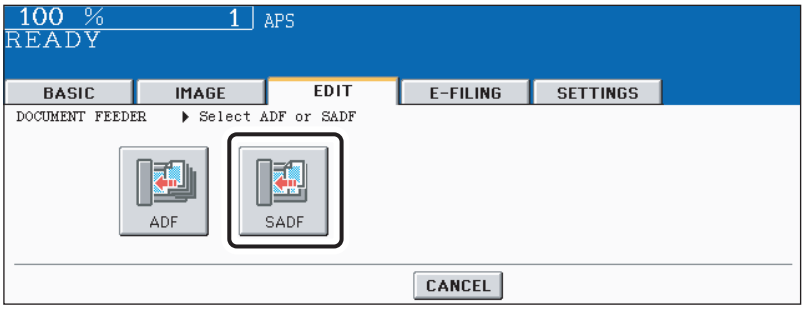
1 **Place paper in the drawer(s).**

2 **Press the [EDIT] button to enter the edit menu. Then press the [Next] button to switch the menu, and press the [ADF] button.**



- If the [SADF] button is already displayed, the single feed mode is set. In this case, skip to step 4.

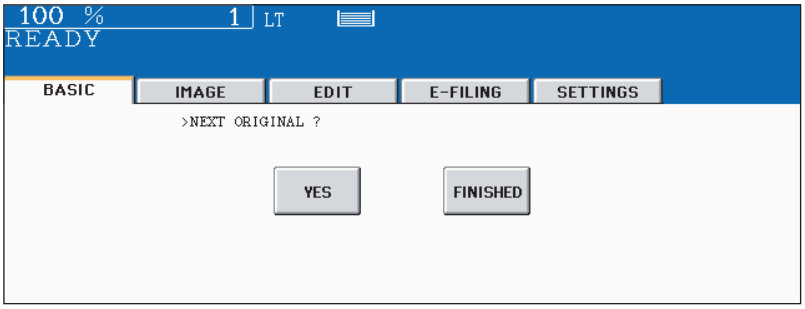
3 **Press the [SADF] button.**



Select other copy modes as required.

4 Place the originals one by one.

- The original is automatically pulled in and the following menu is displayed.



If there are more originals, set them in the same way. (The same operation is performed whether or not you press the [YES] button.)

5 After all originals have finished being scanned, press the [FINISHED] button.

Tip

If the [FINISHED] button is not pressed, copying is started when the automatic function clear is operated.

P.40 “Clearing functions selected”

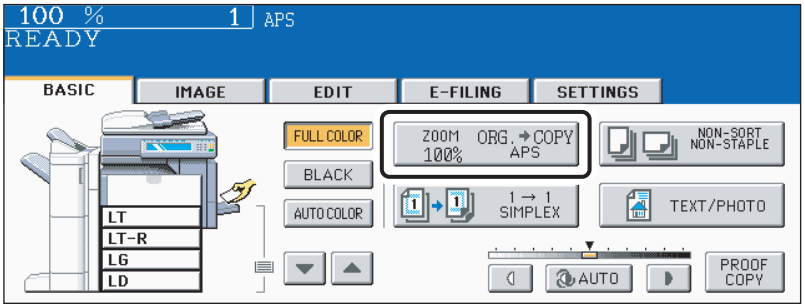
FULL IMAGE

The full image of an original can be copied. It is useful to select this mode for copying an original with no loss of image.

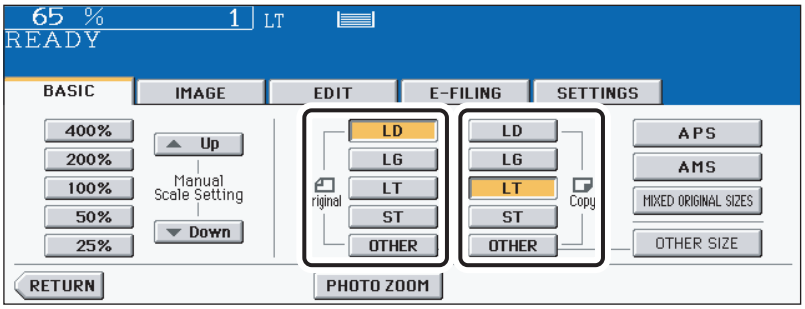
1 **Place paper in the drawer.**

2 **Place an original.**

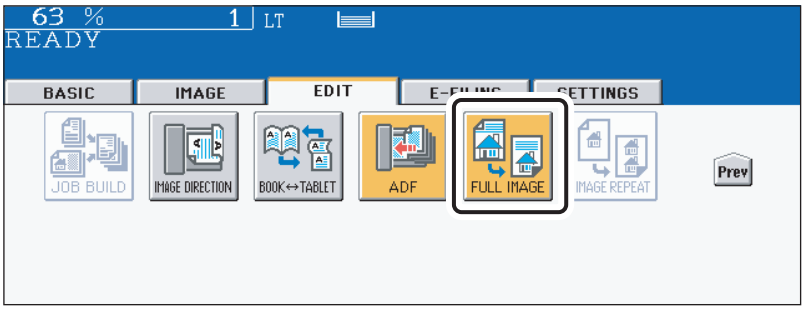
3 **Press the Reduction/Enlargement button.**



4 **Specify each size of the original and the copy paper.**



5 **Press the [EDIT] button to enter the edit menu. Then press the [Next] button to switch the menu, and press the [FULL IMAGE] button.**

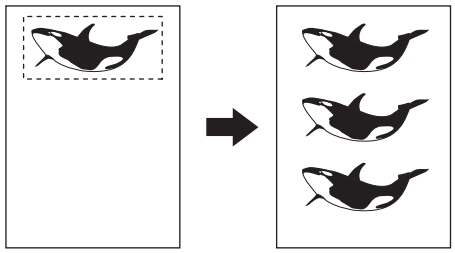


- The copied image size will be 1 to 5% smaller than the normal one.
- Select other copy modes as required.

6 **Press the [START] button.**

IMAGE REPEAT

This function allows you to copy a specified area on an original repeatedly in a vertical direction. The number of repeats can be specified from 2 to 8.



Tip

This function is available only for standard size originals.

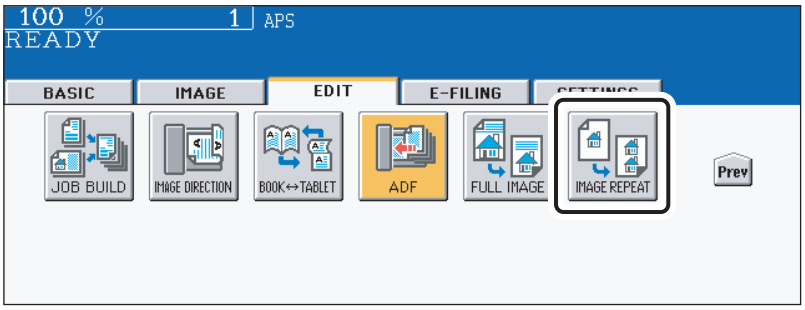
Note

When registering this function to a template (P.230), disable the “AUTOMATIC START”. If not, copies may not be made correctly because the original size is not detected.

1 Place paper in the drawer(s).

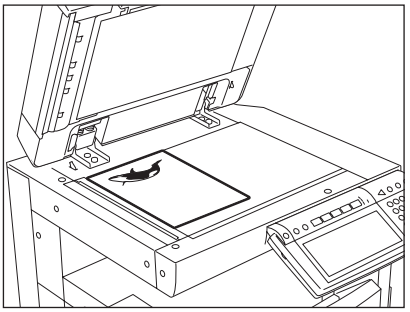
When using this mode in bypass copying (P.81), be sure to specify the paper size.

2 Press the [EDIT] button to enter the edit menu. Then press the [Next] button to switch the menu, and press the [IMAGE REPEAT] button.



3 Place an original with its face up on the original glass.

Set the original with its face up and bottom toward you and fit its top left corner against that of the original glass to align it with the original scales.

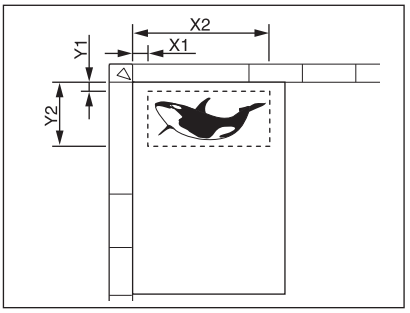


Caution

Do not place heavy objects (9 lb. or more) on the original glass and do not press on it with force. Breaking the glass could injure you.

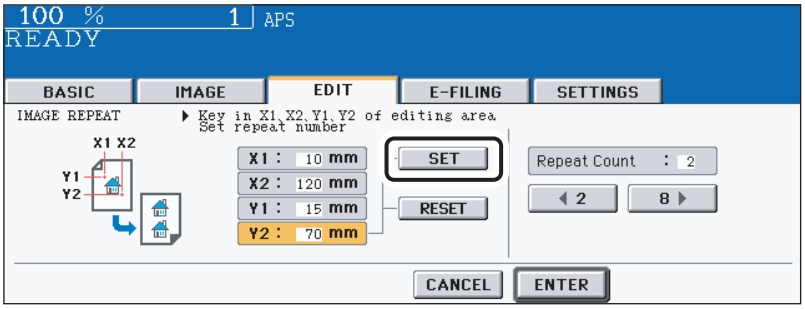
4 Specify the area. Read the following 4 values of the left and top scales.

The marks of the original scale have a 2 mm (0.08") pitch.



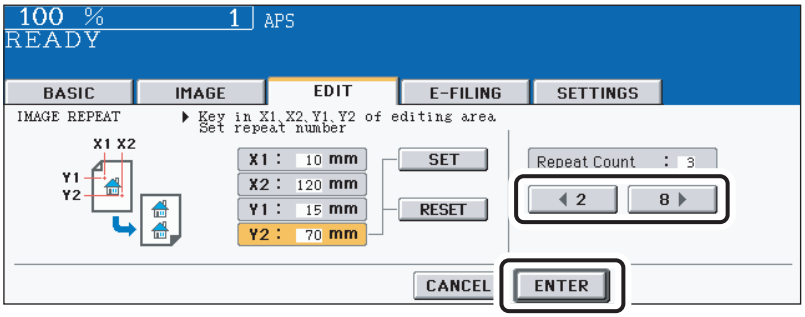
X1: Distance from the top left to the left edge of the specified area
X2: Distance from the top left to the right edge of the specified area
Y1: Distance from the top left to the upper edge of the specified area
Y2: Distance from the top left to the lower edge of the specified area

5 Key in the values read in step 4 for the specified area, and then press the [SET] button. Set 4 values in order.



- To correct the value which has been set, press the [RESET] button. Pressing it once makes the highlighted field move one position upward. Highlight the field in which you want to correct the value, and then key in the correct one.

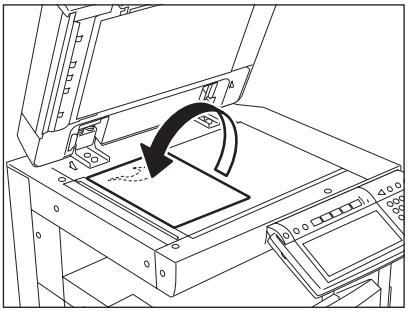
6 Change the number of repeat using the [< 2] and [8 >] button, and then press the [ENTER] button.



- Copying is repeated in the vertical direction.
- If the repeated image runs off the specified paper size, the part run off will not be copied.

7 Turn over the original.

- Set the original with its face down and bottom toward you and fit its top left corner against that of the original glass.
- Select other copy modes as required.



8 Press the [START] button.

6

e-FILING

This chapter explains how to use e-Filing and how to copy originals and store the data in e-filing in one go.

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e-Filing

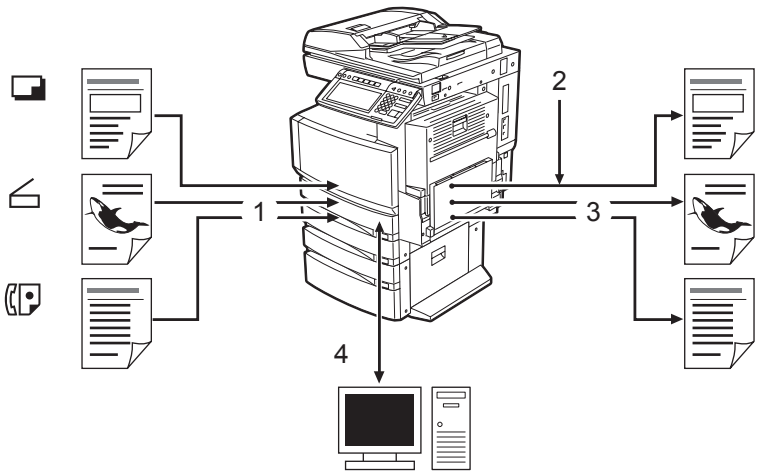
This feature allows you to store, print and manage documents obtained by copying, printing from a PC, scanning, receiving Fax and receiving Internet Fax. The document is stored into the hard disk embedded in this equipment.

Tips

- To use documents received by Fax in e-Filing, a Fax Unit is required.
- When the Data Overwrite Kit (optional) is installed, it may take time before e-Filing can be used after the power is turned ON. This depends on the number of files in e-Filing.
- Delete the documents in e-Filing when they are no longer needed.
- The e-Filing box in which highly confidential documents are stored must be password protected.

There are two kinds of e-Filing as follows.
Public box:
This is prepared as a default setting. This is used to store a shared document that can be accessed by any users without restrictions.
User box:
Up to 200 boxes can be created. Passwords can be set for each user box.
Up to 100 folders per one box can be created. A maximum of 400 documents can be stored in one folder. The maximum number of original pages is 200. (However, it may be restricted depending on the amount of free space on the hard disk embedded in this equipment.)

An outline of e-Filing is as follows.



1. Store a document into e-Filing.
2. Add a printing setting to the stored document as required.
3. Print the document.
4. Use the document on the PC. (See the e-Filing Guide for details.)

Tips

- The stored document in e-Filing can be downloaded to a client PC by using the “File Downloader”.
- The stored document in e-Filing can be imported as an image into the TWAIN-compatible application by the TWAIN driver.
- You can edit and back up the document, create a folder, etc. in the e-Filing using “TopAccess”.

Notes

- The available settings differ between when the operation is performed from the touch panel of this equipment or using “TopAccess” from a client PC. See the e-Filing Guide for details.
- When the preservation period for documents in e-Filing is specified, the stored documents will be deleted after this period has passed. You need to print the documents or download them into a client PC using the “File Downloader”. See the e-Filing Guide for details. (For setting the storing period of the documents in e-Filing, ask the network administrator.)
- Be sure to back up the data stored in e-Filing regularly in case of a hard disk failure. See the e-Filing Guide for details.

This chapter explains about when copied original data are stored to e-Filing. See the e-Filing Guide for storing, printing and managing the document obtained by printing from a PC, scanning, receiving fax and receiving Internet Fax (except for copying) and operating e-Filing via network.

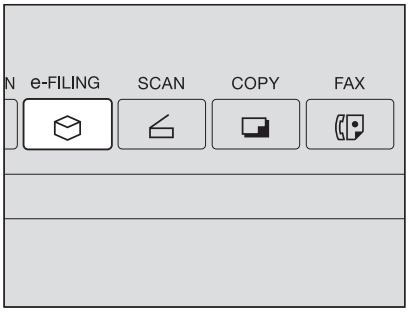
Creating User Boxes

Up to 200 user boxes can be created. To prepare user boxes for different purposes enables you to have efficient document management.
Folders can be created in each user box. Also, password can be set to each user box.

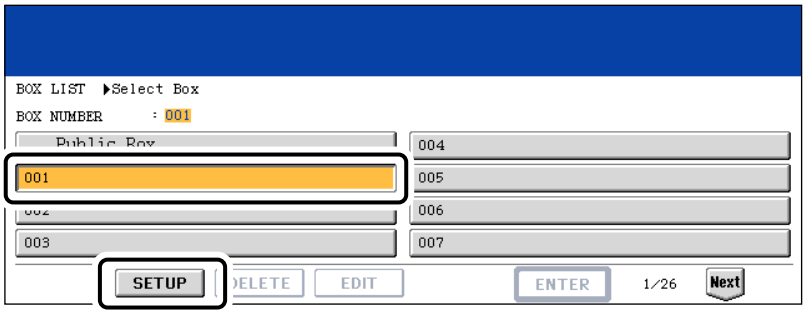
- You can create folders using “TopAccess” from a client PC. See the e-Filing Guide for details.

Set up a user box following the procedure below.

1 Press the [e-FILING] button on the control panel.

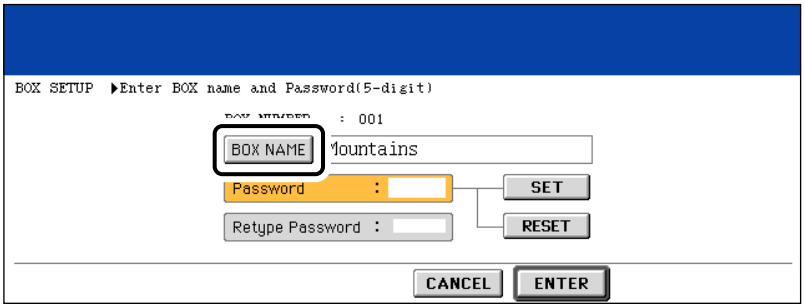


2 Select a blank box number between “001” and “200”, and then press the [SETUP] button.



- If the desired box is not displayed, press the [Prev] or [Next] button to switch the menu.
- To display the applicable menu immediately, key in the box number.

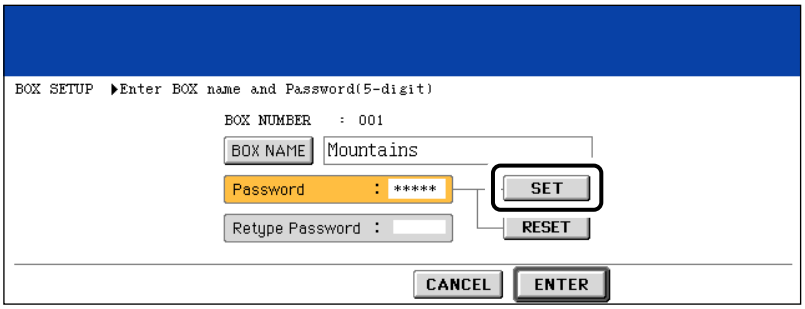
3 Press the [BOX NAME] button, and then enter the box name.



- When the [BOX NAME] button is pressed, the letter entry menu (P.41) is displayed. Up to 32 letters can be entered.

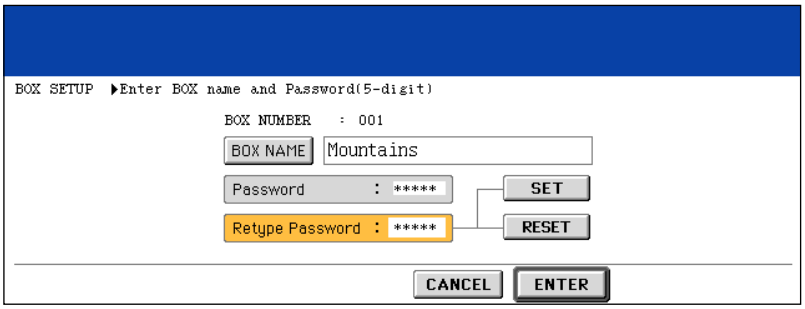
To set the password, proceed to step 4. If not, skip to step 6.

4 Key in the password in “Password” as required, and then press the [SET] button.



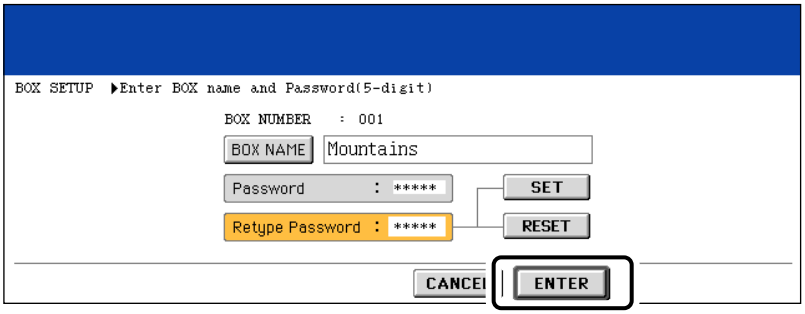
- Be sure to key in the 5-digit password.
- * (asterisk) is displayed in “Password” when the password is entered.
- To correct the entered password, press the [CLEAR] button on the control panel.
- When the [SET] button is pressed, “Retype Password” becomes highlighted.

5 Key in the password in “Retype Password”.



- * (asterisk) is displayed in “Retype Password” when the password is entered.
- To correct the entered password, press the [CLEAR] button on the control panel.

6 Press the [ENTER] button.



The user box is created.

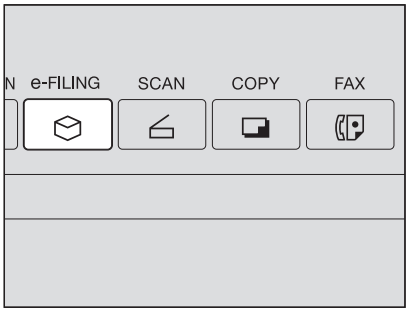
Changing Data of User Boxes

Created user boxes and passwords can be changed.

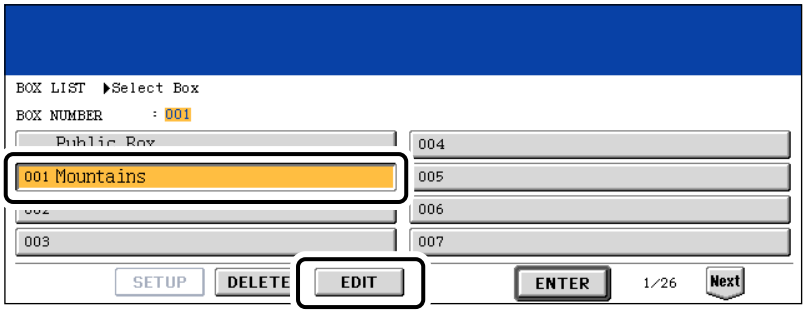
Tip

You cannot change the folder name using the control panel of this equipment. It can be changed using “TopAccess” from a client PC. See the e-Filing Guide for details.

1 Press the [e-FILING] button on the control panel.

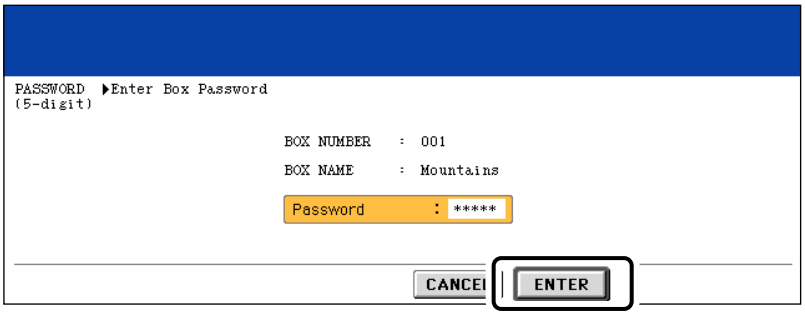


2 Select the desired box, and then press the [EDIT] button.



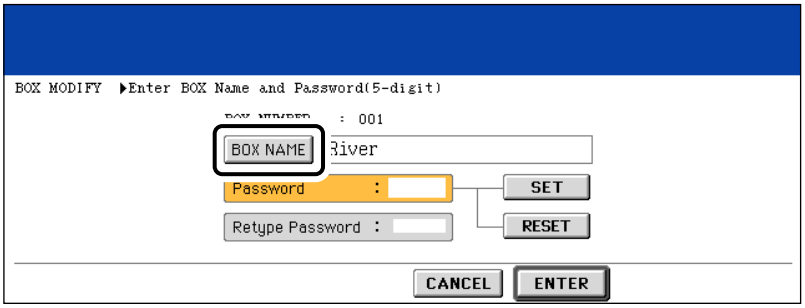
- If the desired box is not displayed, press the [Prev] or [Next] button to switch the menu.
- To display the applicable menu immediately, key in the box number.

3 Key in the password (5 digits) for the selected box, and then press the [ENTER] button.



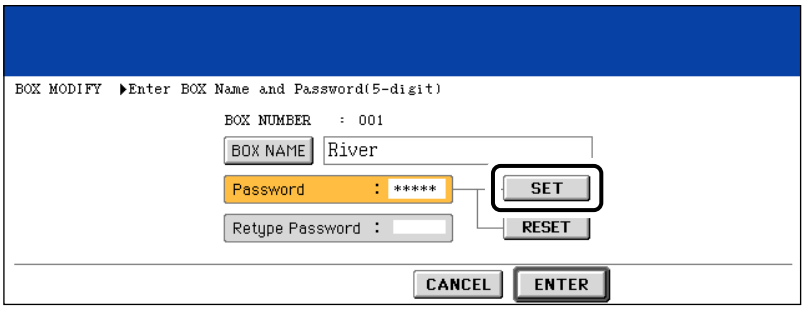
If no password was set when the box was created, skip to step 4.

4 Enter the new box name.



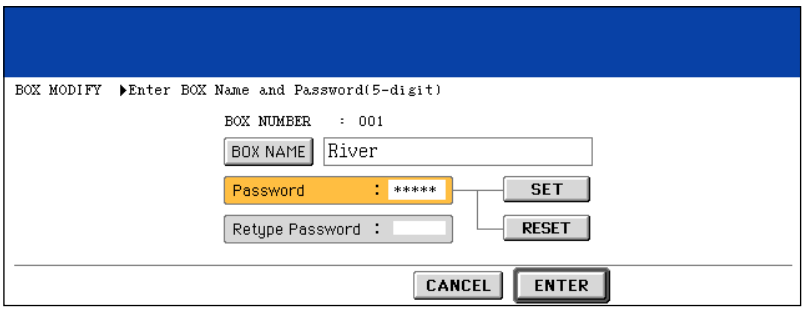
When [BOX NAME] is pressed, the letter entry menu (P.41) is displayed. A box name can contain up to 32 letters.

5 Key in the new password in “Password”, and then press the [SET] button.



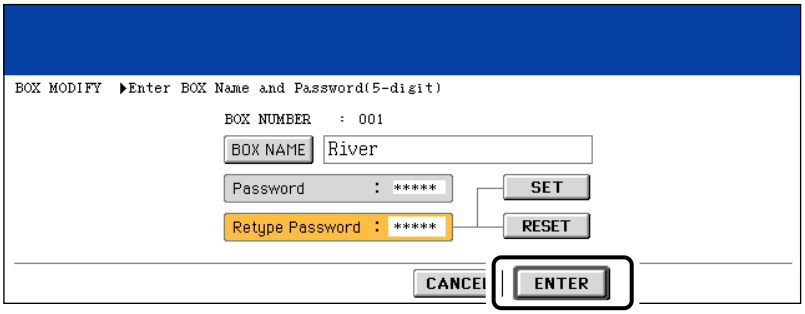
- Be sure to key in the 5-digit password.
- * (asterisk) is displayed in “Password” when the password is entered.
- To correct the entered password, press the [CLEAR] button on the control panel.
- When the [SET] button is pressed, “Retype Password” becomes highlighted.

6 Key in the password in “Retype Password”.



- * (asterisk) is displayed in “Retype Password” when the password is entered.
- To correct the entered password, press the [CLEAR] button on the control panel.

7 Press the [ENTER] button.



The box settings are updated.

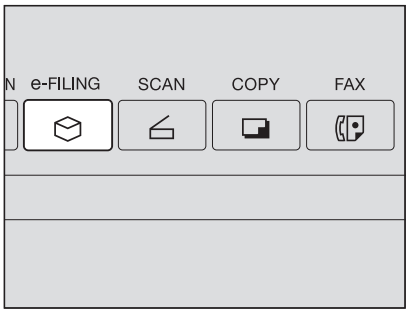
Deleting User Boxes

Unnecessary user boxes can be deleted. All folders and documents in the user boxes are also deleted.

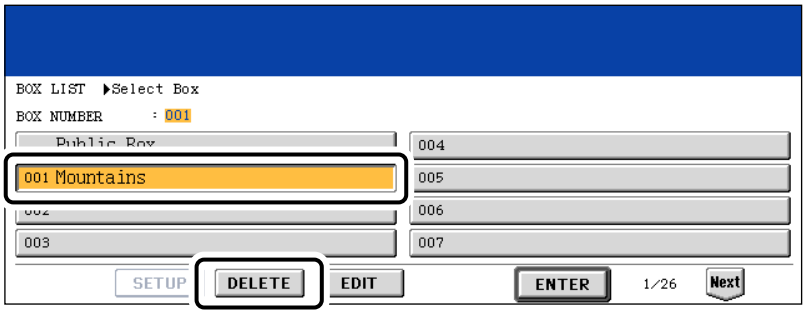
Note

Public box cannot be deleted.

1 Press the [e-FILING] button on the control panel.

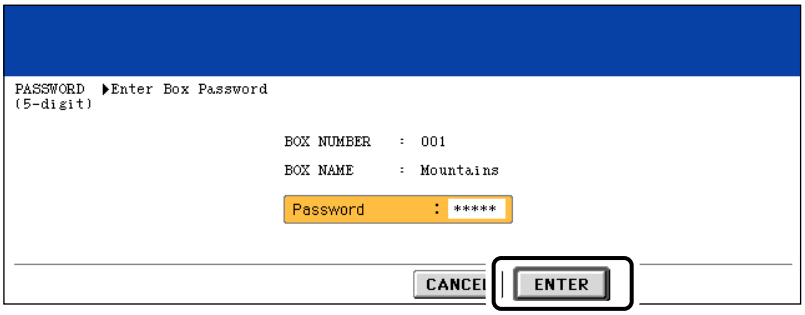


2 Select the box you want to delete, and then press the [DELETE] button.



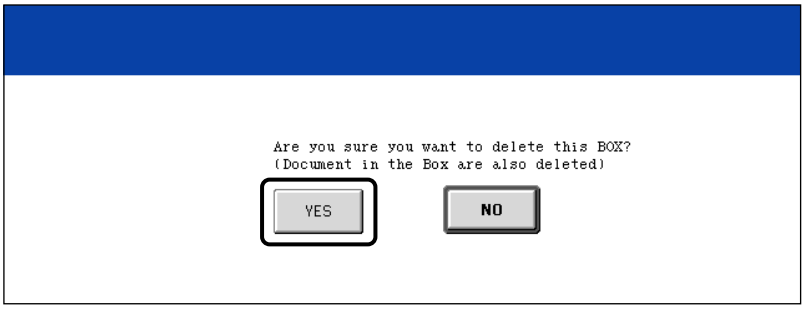
- If the desired box is not displayed on the menu, press the [Prev] or [Next] button to switch the menu.
- To display the applicable menu immediately, key in the box number.

3 Key in the password (5 digits) for the selected box, and then press the [ENTER] button.



If no password was set when the box was created, skip to step 4.

4 "Are you sure you want to delete this box?" appears. Press the [Yes] button to delete the box.



The box is deleted.

Storing Documents in e-Filing

Scanned original data can be stored in e-Filing. The copy mode settings will be saved with the e-Filing document. You can copy originals and store the data at one time. After storing the original data, you can print them out at any time.

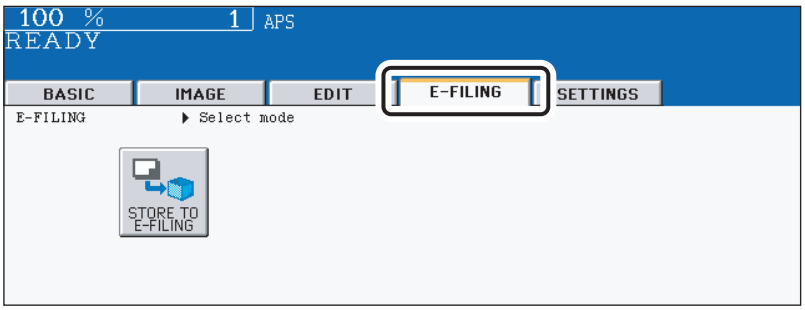
Tips

- There are two types of e-Filing, public box and user boxes. To store the data in a user box, you need to set it up in advance. (P.208 “Creating User Boxes”)
- The data scanned with the scanning function can be also stored in e-Filing. The stored data can be downloaded to the client PC as a JPEG, PDF or TIFF file. For details, refer to the e-Filing Guide.

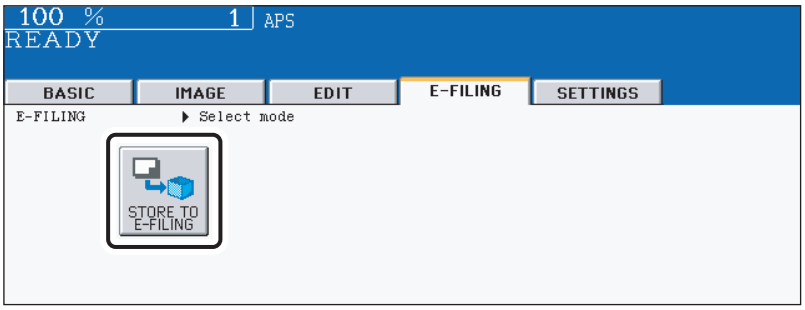
1 Place the original(s).

- Up to 100 folders can be created in one e-Filing, and a maximum of 400 documents can be stored in one folder. The maximum number of original pages is 200. (However this may be restricted depending on the amount of free space of the hard disk in this equipment.)
- Set the copy mode as required.
- Twin color or mono color Images cannot be saved in e-Filing.

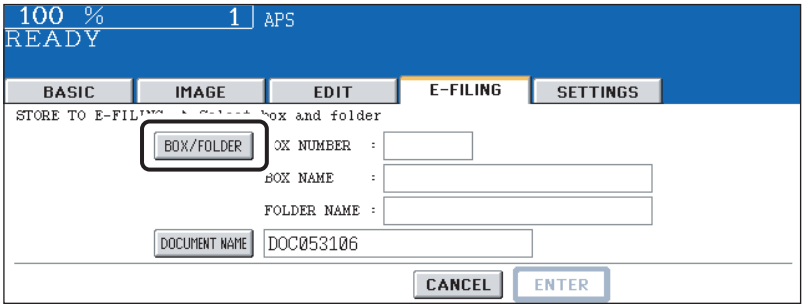
2 Press the [E-FILING] button to enter the e-Filing menu.



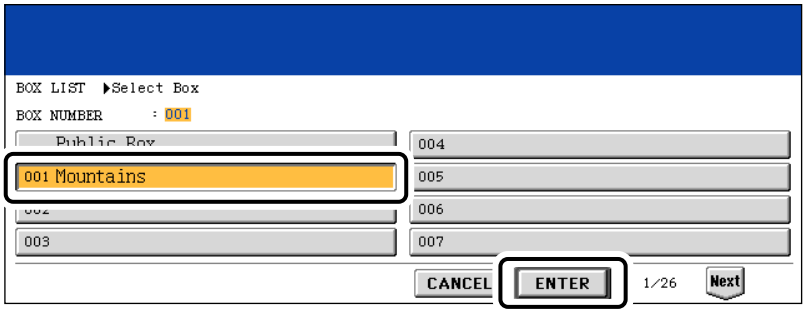
3 Press the [STORE TO E-FILING] button.



4 Press the [BOX/FOLDER] button.



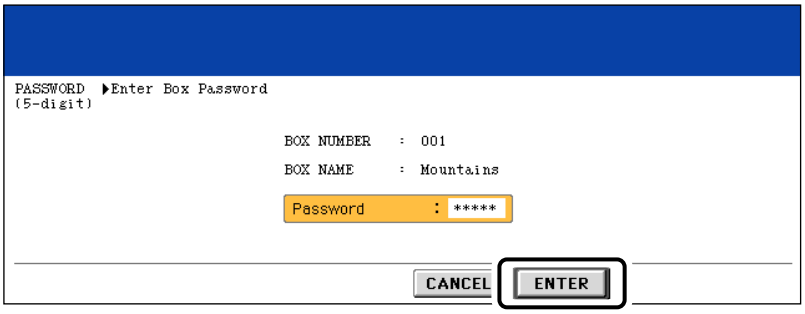
5 Select the box in which you want to store the document, and then press the [ENTER] button.



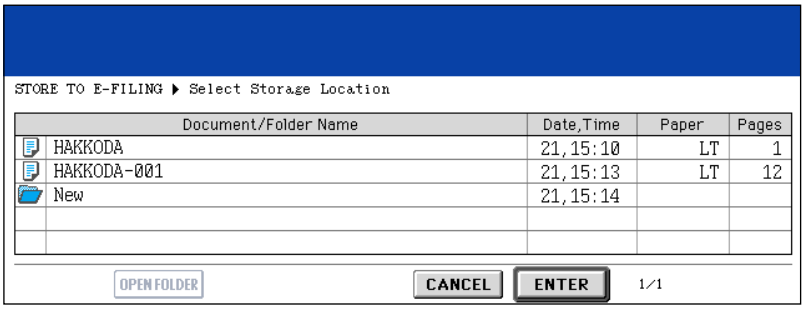
- If the desired box is not displayed on the menu, press the [Prev] or [Next] button to switch the menu.
- To display the applicable menu immediately, key in the box number.

When the password entry menu is displayed

When the password entry menu is displayed, the password is set in the selected user box. Key in the password and press the [ENTER] button.

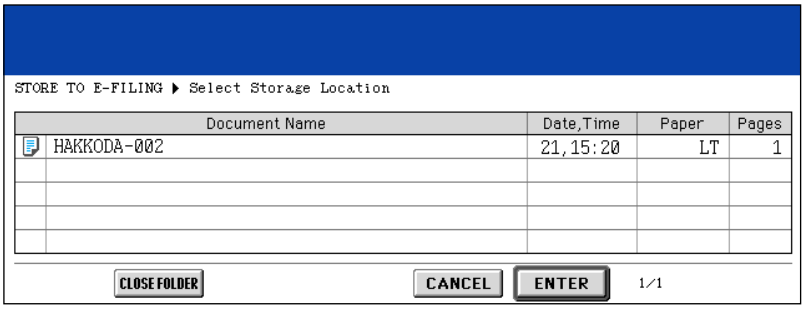


6 The document list in the selected box is displayed. Press the [ENTER] button to store in this box.



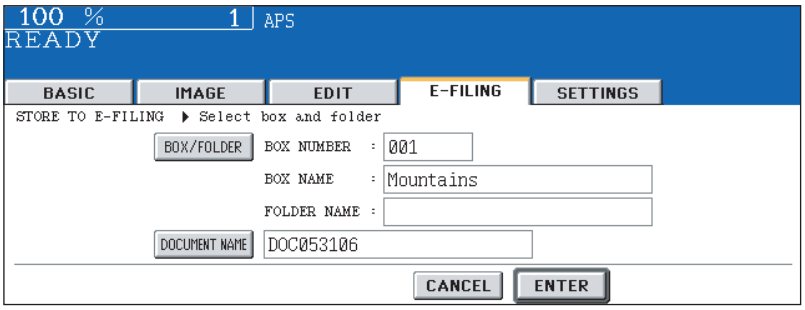
To store the document in the folder

To store the document in the folder, select the folder to be stored, press the [OPEN FOLDER] button. The document list in the selected folder is displayed. Press the [ENTER] button to store in this folder.



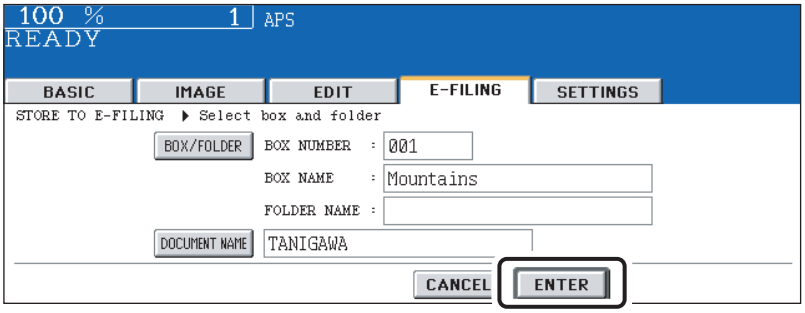
- If you want to close the folder and go back to the box above, press the [CLOSE FOLDER] button.
- Creating the folder can be performed from the client PC using “TopAccess”. For details, see e-Filing Guide.

7 Press the [DOCUMENT NAME] button, and then enter the document name.

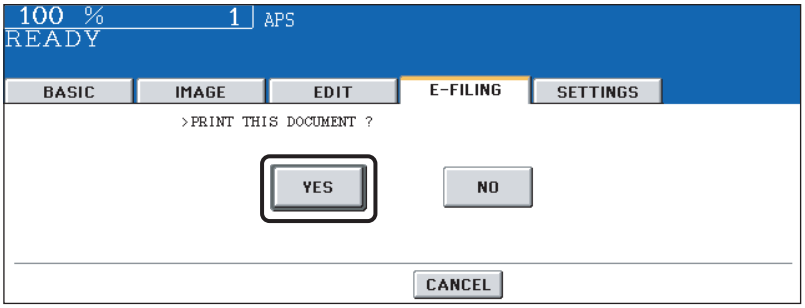


When the [DOCUMENT NAME] button is pressed, the letter entry menu (P.41) is displayed. Up to 64 letters can be entered.

8 Press the [ENTER] button.



9 “PRINT THIS DOCUMENT?” appears. Press the [YES] button to store and print it out at one time.



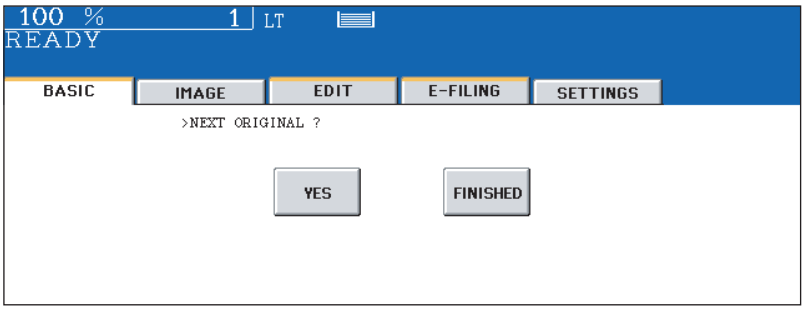
If you want to store the document without printing it, press the [NO] button.

10 Press the [START] button.

The reading and storing of the documents starts.

Tip

When the original is placed on the original glass or on the Reversing Automatic Document Feeder (optional) in the Single original feeding mode, the following menu is displayed. Setting the original on the original glass: When the next original is placed, the [YES] button and then the [START] button are pressed, storing of the document starts. Setting the original on the Reversing Automatic Document Feeder in the single original feeding mode: When the next original is placed on the Reversing Automatic Document Feeder, storing of the document starts. After the last page has finished being scanned, press the [FINISHED] button.



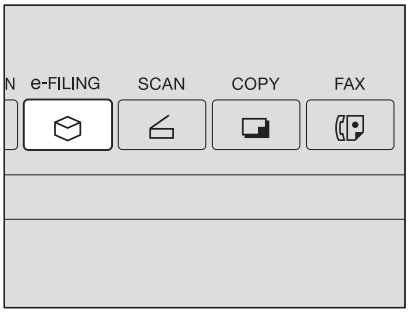
Printing Stored Documents

Stored documents can be printed out. You can also print out a part of a document and change the setting in the finishing mode or the like before printing the documents.

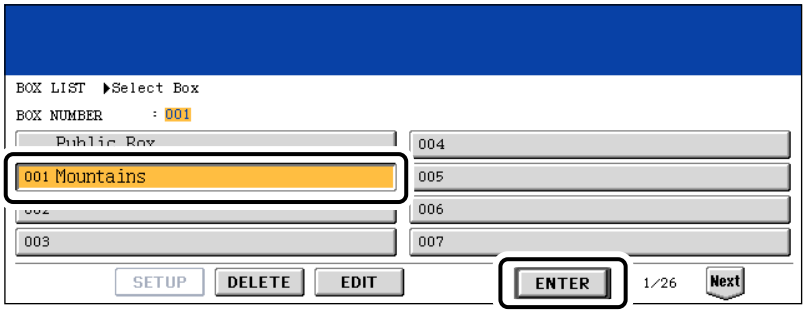
Printing the whole document

All pages of the document are printed. If printing multiple copies is desired, see P.224 “Printing the stored document after changing the settings”.

1 Press the [e-FILING] button on the control panel.

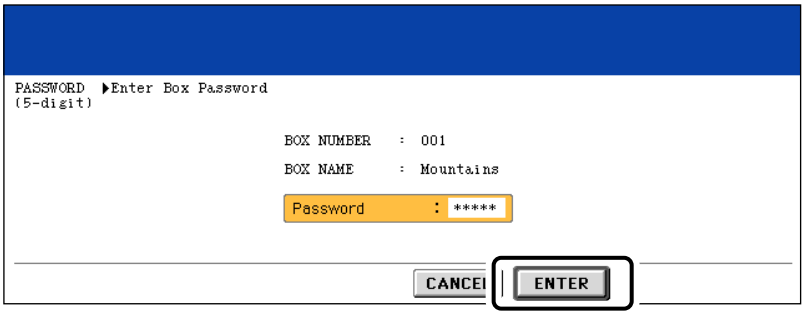


2 Select the box in which the desired printing document is stored, and then press the [ENTER] button.



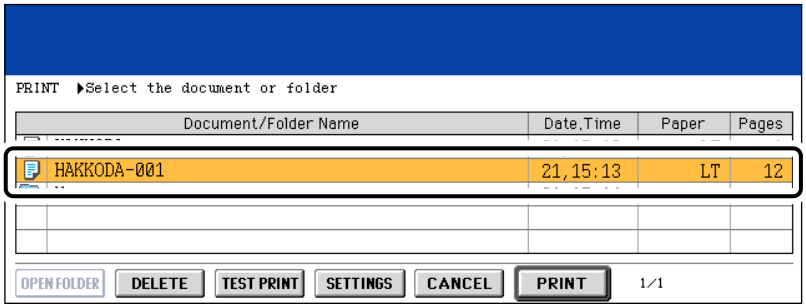
- If the desired box is not displayed on the menu, press the [Prev] or [Next] button to switch the menu.
- To display the applicable menu immediately, key in the box number.

3 Key in the password (5 digits) for the selected box, and then press the [ENTER] button.



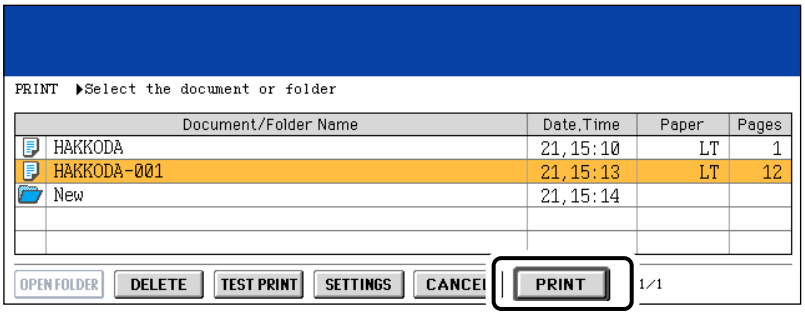
If no password was set when the box was registered, skip to step 4.

4 Select the document to be printed.



To print a document in the folder, select the folder in which you want to print the document out and press the [OPEN FOLDER] button. Select the desired document on the menu.

5 Press the [PRINT] button.



Printing starts.

To stop printing a stored document during the operation

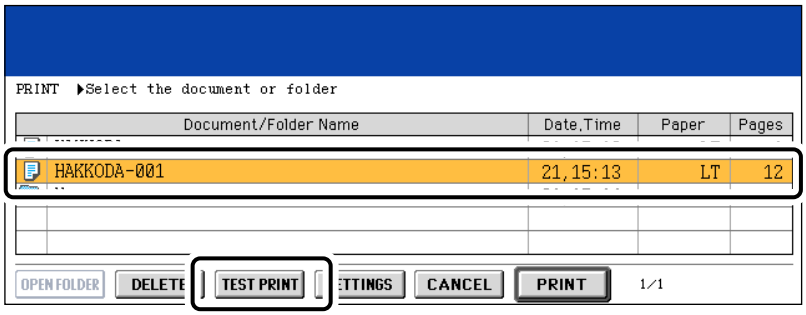
Select the job you want to stop from the print job menu or scan job menu, and then press the [DELETE] button. For details, see P.266 “Job Status”.

Test printing

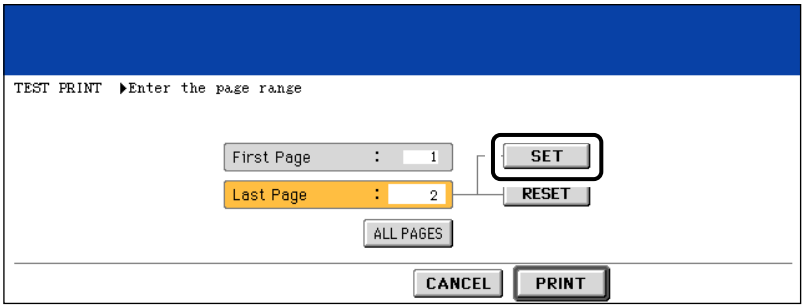
A part of a document of several pages can be printed out.

1 Select the document to be printed according to steps 1 to 4 of P.221 “Printing the whole document”.

2 Press the [TEST PRINT] button.

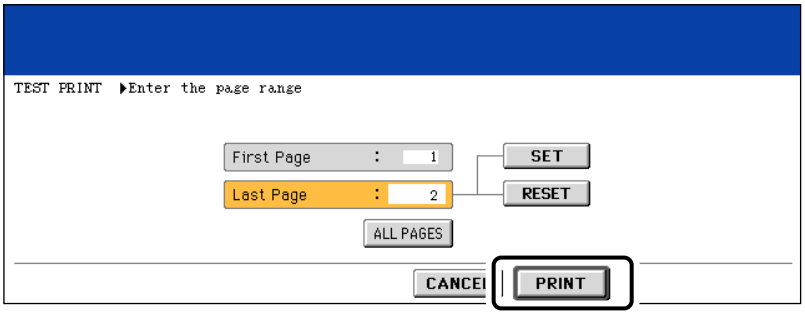


3 Key in the number of the last page and press the [SET] button. Then key in the number of the first page.



- To correct the pages, press the [CLEAR] button on the control panel.
- To print all pages, press the [ALL PAGES] button.

4 Press the [PRINT] button.



Printing of the set pages starts.

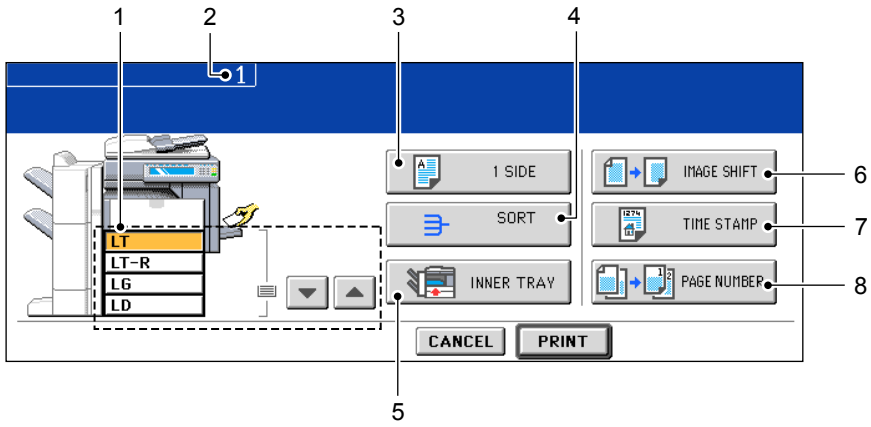
To stop printing a stored document during the operation

Select the job you want to stop from the print job menu or scan job menu, and then press the [DELETE] button. For details, see P.266 “Job Status”.

Printing the stored document after changing the settings

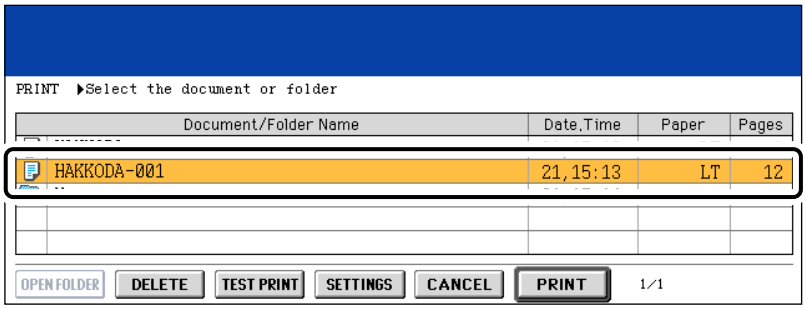
The following settings are available before the stored document is printed.

1. Paper source (Press the drawer icon to be set as a paper source. However, the paper in the drawer selected for the paper source is used only when its size and type correspond to those of the documents in the box.)
2. Number of printings (Key them in.)
3. Simplex printing / duplex printing
4. Finishing mode (Selecting the mode is limited depending on the installed optional equipment.)
5. Paper exit (Available when the finisher (optional) is installed)
6. Image shift position
7. Added date and time position
8. Page number position



1 **Select the document to be printed according to steps 1 to 4 of P.221 “Printing the whole document”.**

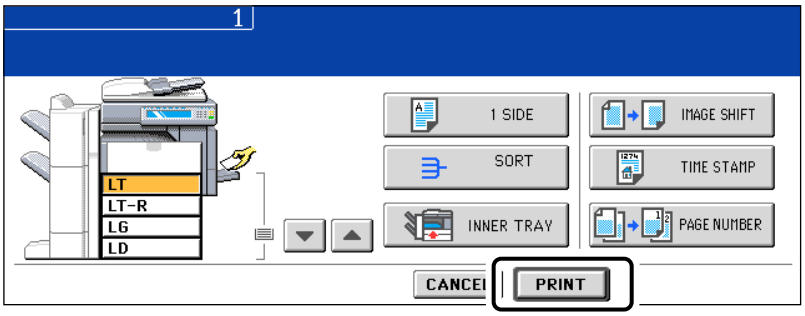
2 **Press the [SETTINGS] button.**



3 Set the printing modes as required.

See the eight items mentioned above for the setting mode. To set items 3 to 8, press the button and set the required setting on the menu.

4 Press the [PRINT] button.



Printing starts.

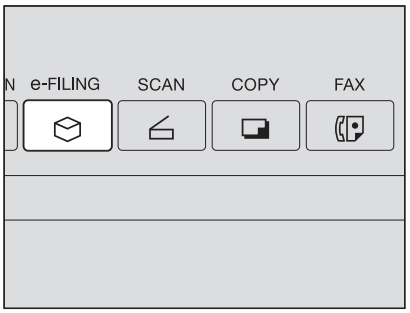
To stop printing a stored document during the operation

Select the job you want to stop from the print job menu or scan job menu, and then press the [DELETE] button. For details, see P.266 “Job Status”.

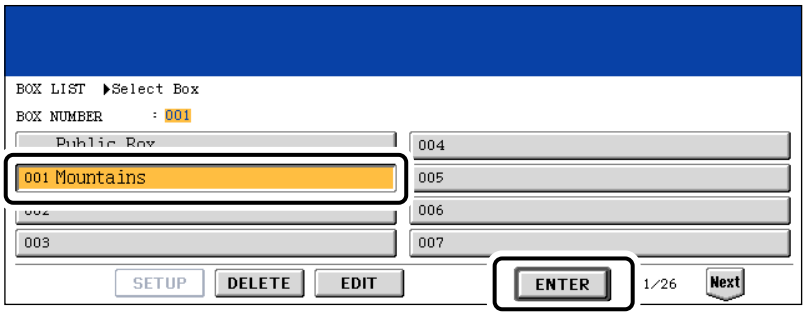
Deleting Folders or Documents

Unnecessary folders or documents can be deleted. If a folder is deleted, all documents in the folder are also deleted.

1 **Press the [e-FILING] button on the control panel.**

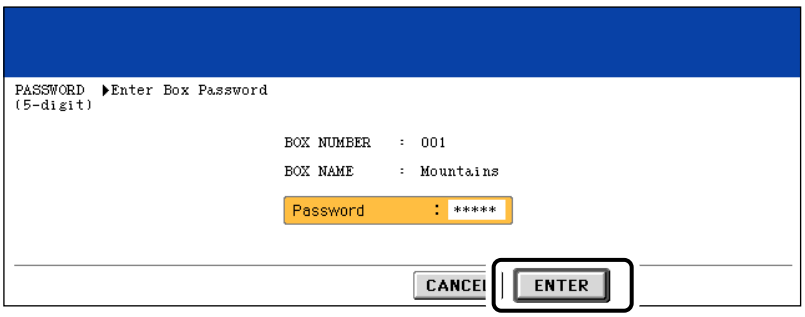


2 **Select the box in which you want to delete the folder or document, and then press the [ENTER] button.**



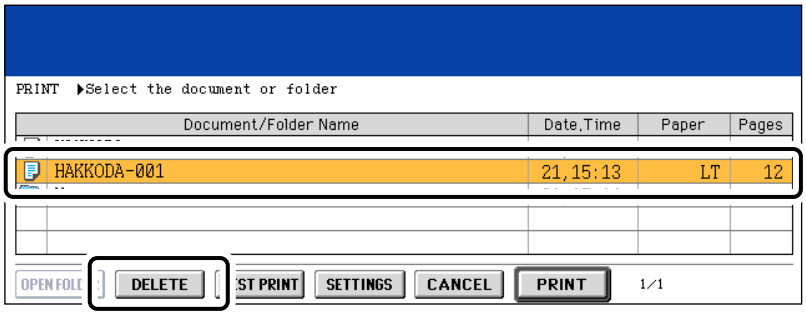
- If the desired box is not displayed on the menu, press the [Prev] or [Next] button to switch the menu.
- To display the applicable menu immediately, key in the box number.

3 **Key in the password (5 digits) for the selected box, and then press the [ENTER] button.**



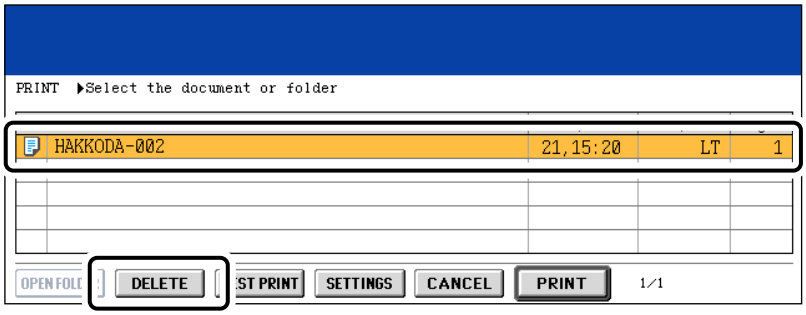
If no password was set when the box was created, skip to step 4.

4 Select the folder or document to be deleted, and then press the [DELETE] button.

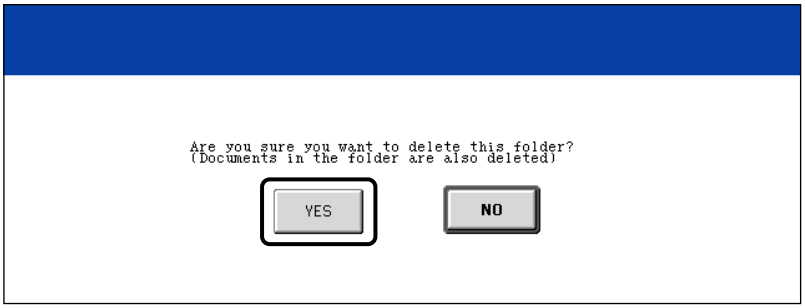


To delete a document in the folder

To delete a document in the folder, select the folder in which you want to delete the document and press the [OPEN FOLDER] button. Select the desired document and press the [DELETE] button.



5 "Are you sure you want to delete this folder?" or "Are you sure you want to delete this document?" appears. Press the [Yes] button to perform deletion.



- The folder or document is deleted.
- If a folder is deleted, all the documents in the folder are also deleted.

7

TEMPLATE

This chapter explains how to use templates.

Template 230
Template in “Useful Template” 230

Registering User Groups and Templates 232
Registering a template in the public template group 232
Registering the new user group 238
Registering a template in the user group 241

Changing Data of User Groups and Templates 246
Changing the data of a user group 246
Changing the data of a template 249

Recalling Templates 254
When recalling a template in a public group 254
When recalling a template in a user group 256

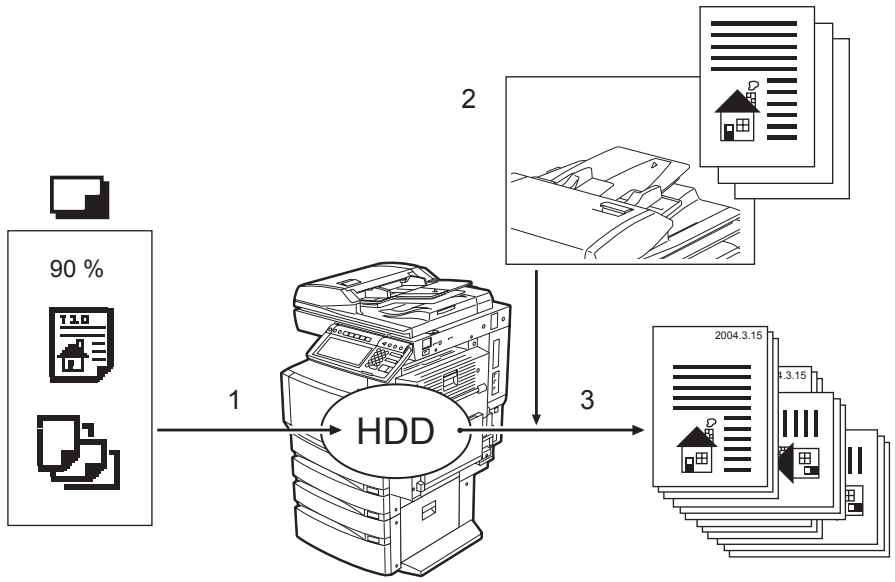
Deleting User Groups or Templates 259
Deleting a user group 259
Deleting a template 260

Template

A combination of functions frequently used can be registered as a template and recalled as required. Templates can be used with the copy, scanning and Fax functions.

- To use Fax functions, the optional Fax Unit is required.

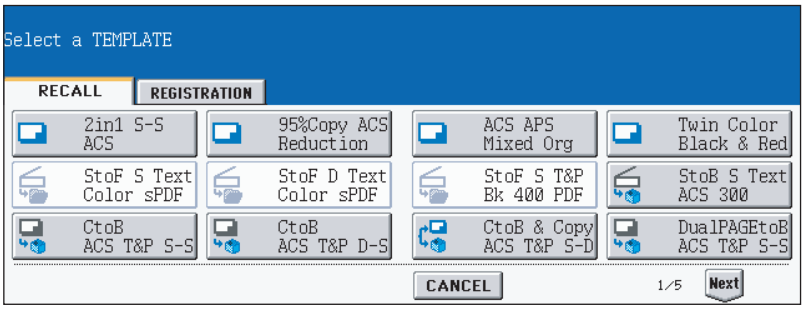
The following illustration shows the outline of a template function.



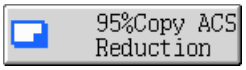
1. Register the combination of the functions to the template.
2. Place the original.
3. Recall the desired template, and then make a copy.

Template in “Useful Template”

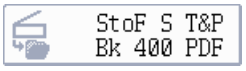
In this equipment, 9 templates are included by default. They are registered to be available in the user group number 001 “Useful Template”.
To recall the template, see P.256 “When recalling a template in a user group”.



Template using the copying function

Button	Function *1
	“1-sided original -> 1-sided copy” is performed in the auto color and 2IN1 mode.
	Reduction copy by 95% is performed in the auto color mode.
	Mixed-size originals are copied in the auto color mode.
	Twin color (RED&BLACK) copy is made.

Template using the scanning function

Button	Function *1
	This template cannot be recalled.
	This template cannot be recalled.
	This template cannot be recalled.
	A 1-sided original is scanned in the auto color and text mode at 300 dpi resolution, then stored in the e-Filing box of this equipment.

Template using the e-Filing function

Button	Function *1
	Data are read in the auto color and text/photo mode and with “1-sided original -> 1-sided copy”, then stored in the e-Filing box. Data are not copied.
	Data are read in the auto color and text/photo mode and with “2-sided original -> 1-sided copy”, then stored in the e-Filing box. Data are not copied.
	Data are read in the auto color and text/photo mode and with “1-sided original -> 1-sided copy” using the dual-page mode, then stored in the e-Filing box. Data are also copied.
	“1-sided original -> 2-sided copy” is performed in the auto color and text/photo mode, then the data are stored in the e-Filing box. Data are also copied.

*1 The functions not described in the “Function” field are set by default.

Registering User Groups and Templates

A template can be registered either in “PUBLIC TEMPLATE GROUP” or “USER GROUP” depending on your purpose. Passwords can be set to restrict the unauthorized use of a template.

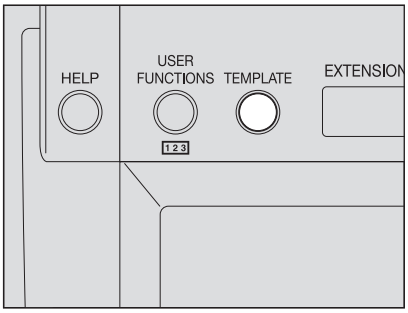
PUBLIC TEMPLATE GROUP:
This is prepared as a default setting. Anyone can use a template registered in this group.
It is useful if the setting combinations of functions frequently used throughout the company or organization are registered in this group. Up to 60 templates can be registered.
When registering a template in the public template group, keying in the Admin Password is required.

USER GROUP:
Up to 200 groups can be registered. It is useful if you register each department, section or person as a user group. Up to 60 templates can be registered in each group. Passwords can be set for the user groups.
“Useful Template” is registered to be available in user group number 001.

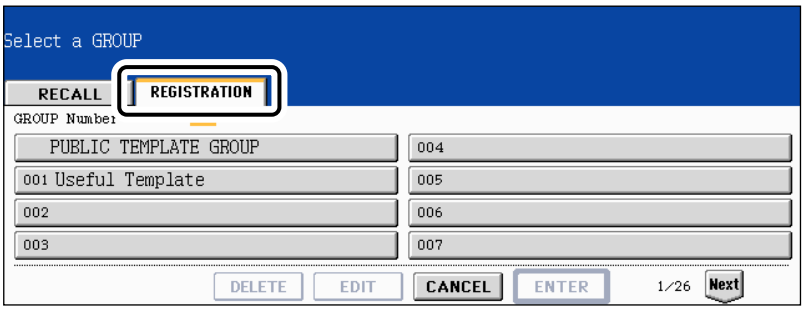
Registering a template in the public template group

1 **Set every function you want to include in the combination.**
e.g.: Setting “Image shift”, “90% reduction” and “10 sets of copies” of the copy function.

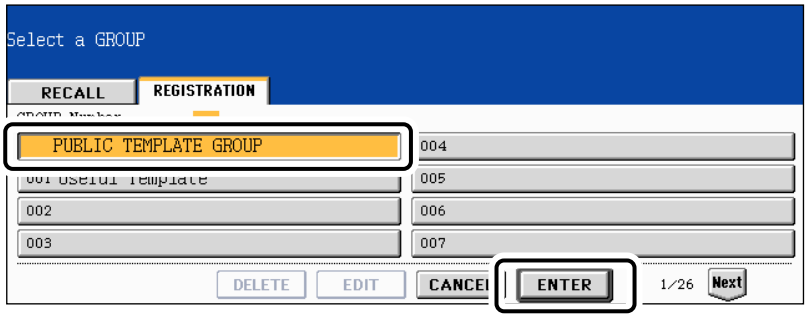
2 **Press the [TEMPLATE] button on the control panel.**



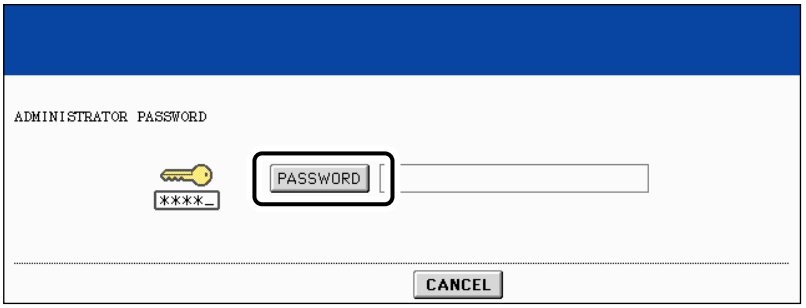
3 **Press the [REGISTRATION] button on the touch panel.**



4 Press the [PUBLIC TEMPLATE GROUP], and then press the [ENTER] button.



5 Press the [PASSWORD] button.

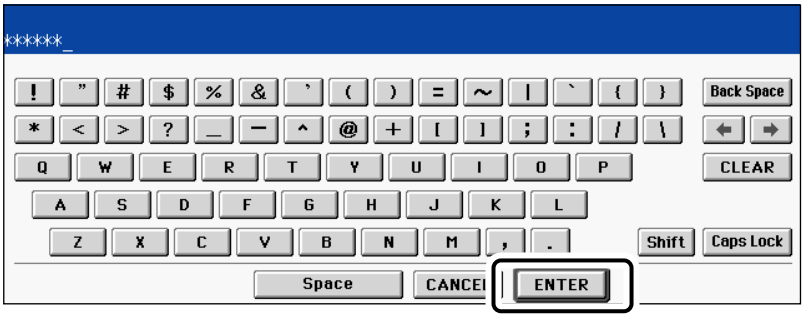


The letter entry menu is displayed.

6 Key in the Admin Password (6 to 10 digits) with the keys on the letter entry menu and the digital keys, and then press the [ENTER] button.

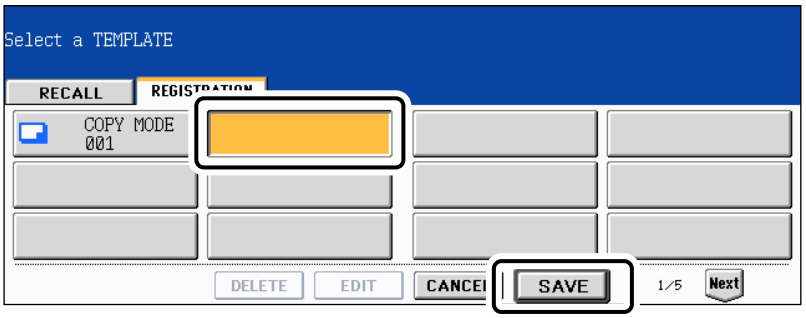
Note

If an incorrect Admin Password is entered three times in a row, this equipment will not be able to be operated for approx. 30 sec. In that case, wait until it becomes available and then enter the correct Admin Password again.

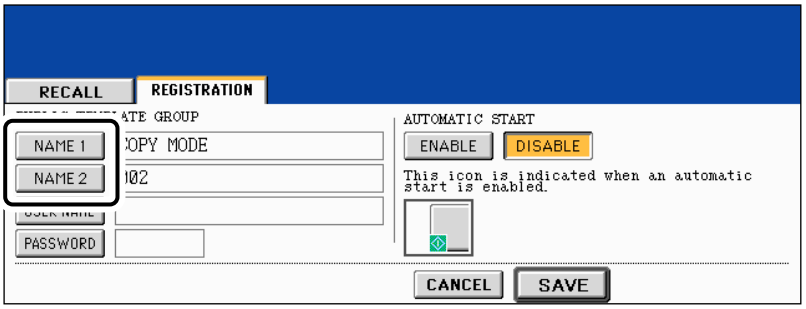


The corresponding buttons of the template registered in the public template group are displayed.

7 Press the blank key, and then press the [SAVE] button.



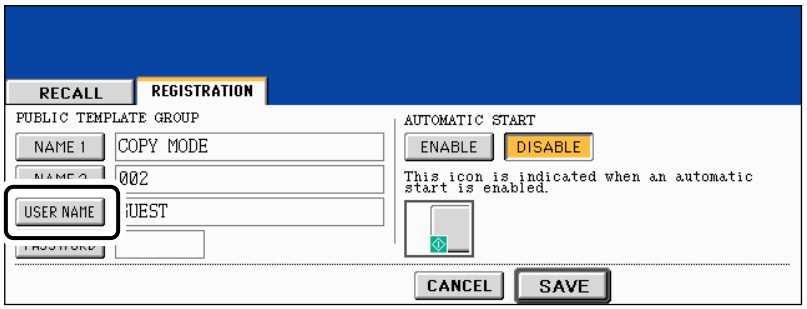
8 Press the [NAME1] button and the [NAME2] button, and then enter the template name.



Notes

- [NAME 1] is displayed on the upper side and [NAME 2] is displayed on the lower side of the template button. Enter [NAME 1] and/or [NAME 2]. When both are entered, [NAME 1] is displayed on the upper side and [NAME 2] on the lower side of the button.
- When the [NAME 1] or [NAME 2] button is pressed, the letter entry menu (P.41) is displayed. Up to 11 letters can be entered.
- The following symbols cannot be used for [NAME 1] and [NAME 2].
  ["], [=], [|], [*], [<], [>], [?], [+], [[], []], [;], [:], [/], [\], [,], [.]

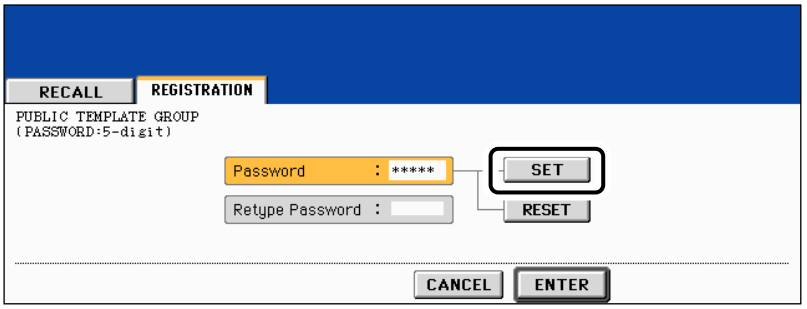
9 Press the [USER NAME] button, and then enter the user name of the template as required.



- When the [USER NAME] button is pressed, the letter entry menu (P.41) is displayed. Up to 30 letters can be entered.

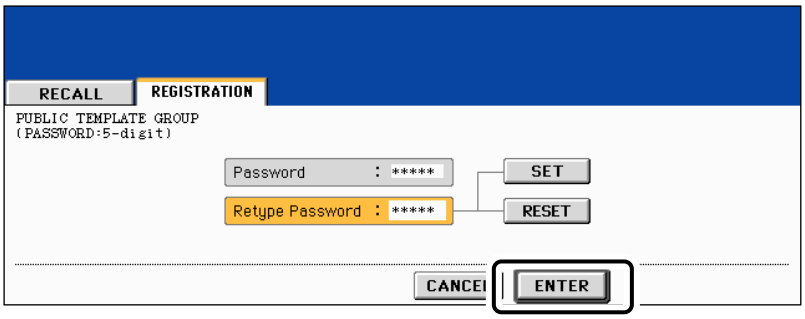
To set the password, proceed to step 10. If not, skip to step 12.

10 Key in the password in “Password” as required, and then press the [SET] button.



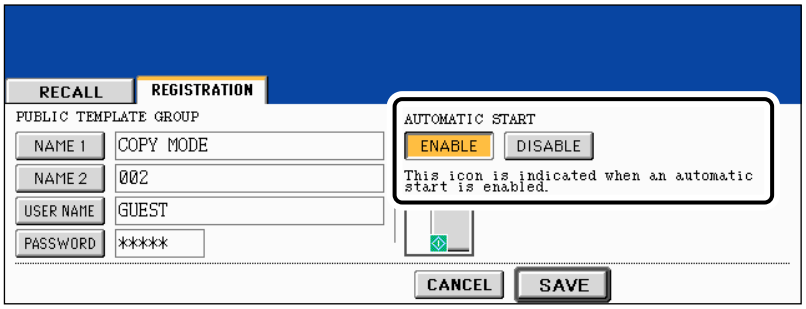
- Be sure to key in the 5-digit password.
- * (asterisk) is displayed in “Password” when the password is entered.
- To correct the entered password, press the [CLEAR] button on the control panel.
- When the [SET] button is pressed, “Retype Password” becomes highlighted.

11 Key in the password in “Retype Password”, and then press the [ENTER] button.



- * (asterisk) is displayed in “Retype Password” when the password is entered.
- To correct the entered password, press the [CLEAR] button on the control panel.

12 Select whether to enable “AUTOMATIC START” or not when the template is recalled.

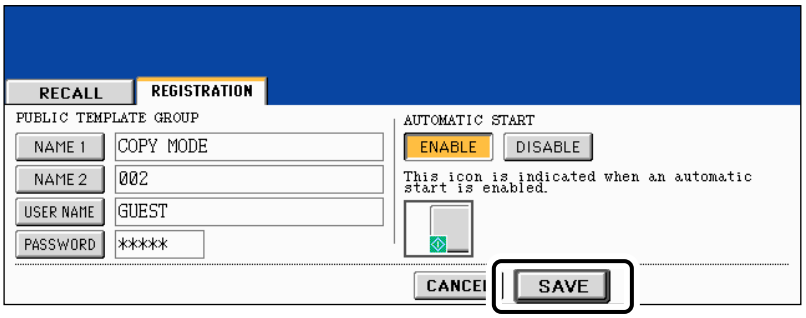


Press the [ENABLE] or [DISABLE] button.

Tip

When [ENABLE] is selected, the icon is added to the template button. (The operation of the setting functions is automatically started by pressing the template button with the icon when the template is recalled. However, if a password is set for the template, you need to key it in when an operation with the function set to the template is performed, though automatic start is enabled.)

13 Press the [SAVE] button.



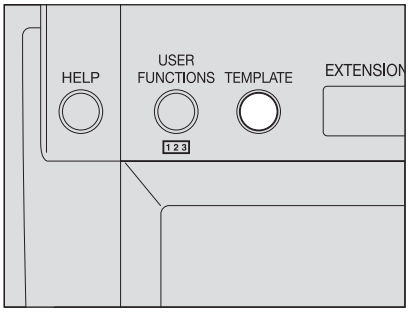
The screen returns to the one of step 1, which is the menu before the [TEMPLATE] button on the control panel is pressed.

Registering the new user group

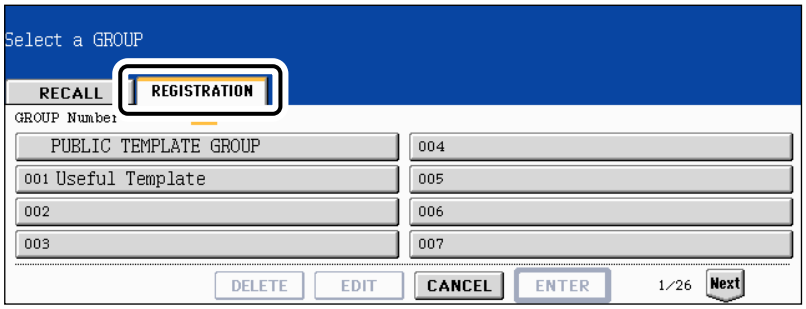
Tip

A template can be registered continuously after a new user group has been registered. When you want to register a template continuously, set every function you want to include in the combination, and then perform step 1.

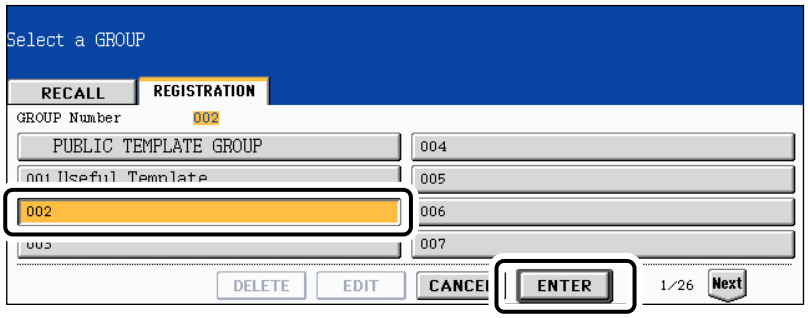
1 Press the [TEMPLATE] button on the control panel.



2 Press the [REGISTRATION] button on the touch panel.

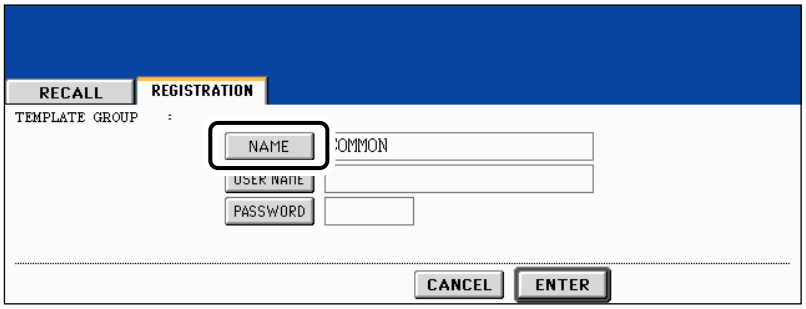


3 Select an unregistered user group between “002” and “200”, and then press the [ENTER] button.



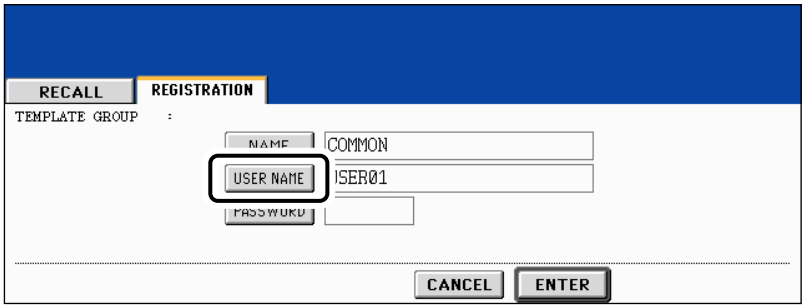
- If the desired user group is not displayed on the menu, press the [Prev] or [Next] button to switch the menu.
- To display the applicable menu immediately, key in the user group number.

4 Press the [NAME] button, and then enter the user group name.



When the [NAME] button is pressed, the letter entry menu (P.41) is displayed. Up to 20 letters can be entered.

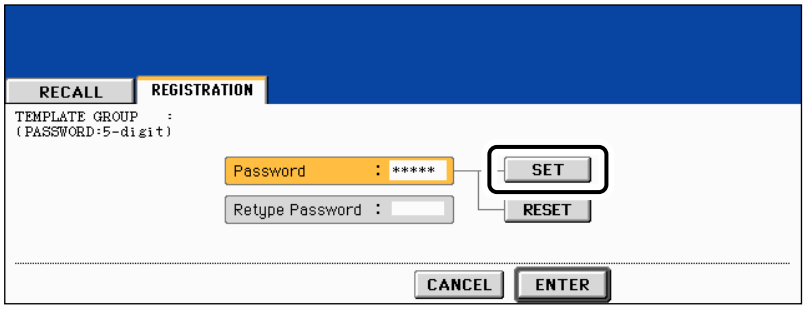
5 Press the [USER NAME] button, and then enter the user name of the user group as required.



- When the [USER NAME] button is pressed, the letter entry menu (P.41) is displayed. Up to 30 letters can be entered.

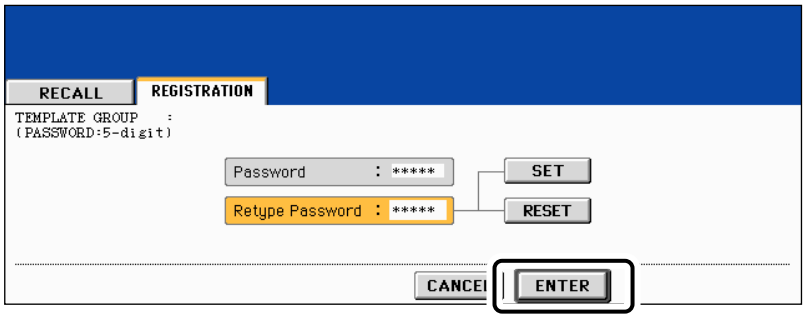
To set the password, proceed to step 6. If not, skip to step 8.

6 Key in the password in “Password” as required, and then press the [SET] button.



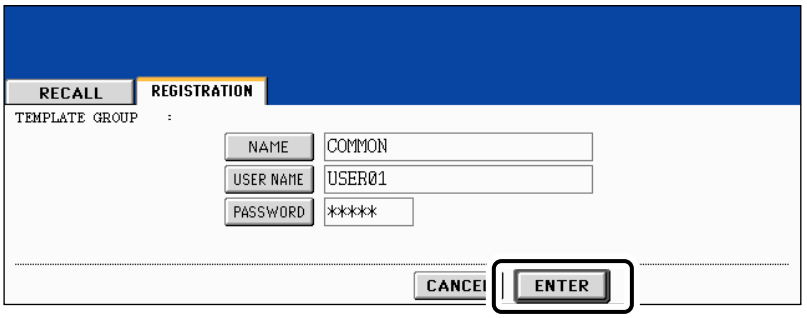
- Be sure to key in the 5-digit password.
- * (asterisk) is displayed in “Password” when the password is entered.
- To correct the entered password, press the [CLEAR] button on the control panel.
- When the [SET] button is pressed, “Retype Password” becomes highlighted.

7 Key in the password in “Retype Password”, and then press the [ENTER] button.



- * (asterisk) is displayed in “Retype Password” when the password is entered.
- To correct the entered password, press the [CLEAR] button on the control panel.

8 Press the [ENTER] button.



- The user group is registered and the registration menu for template appears.
- If you want to register a template continuously, start from step 6 on P.241 “Registering a template in the user group”.
- To end only with the user group registration, press the [TEMPLATE] button on the control panel. The screen will return to the basic menu.

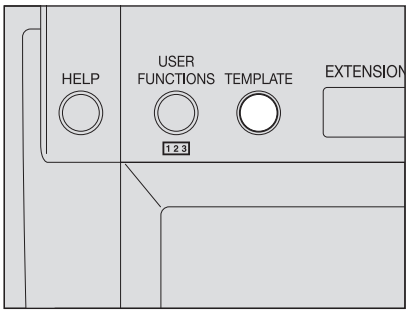
Registering a template in the user group

1 Set every function you want to include in the combination.

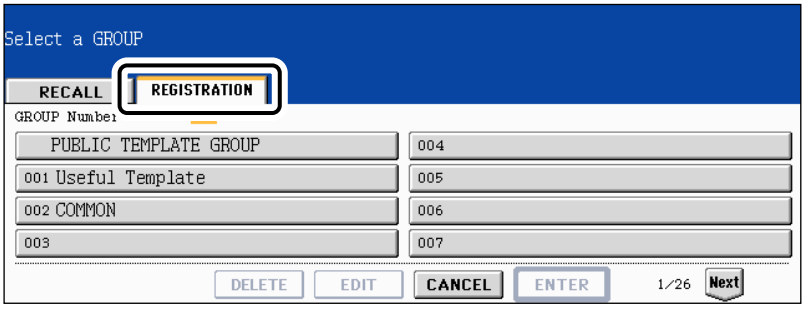
Tip

e.g.: Setting “Image shift”, “90% reduction” and “10 sets of copies” of the copy function.

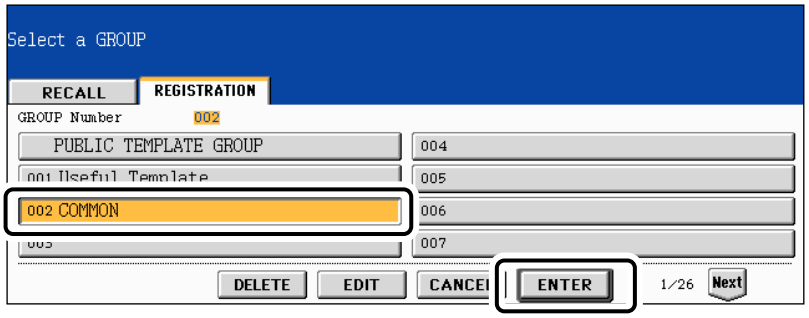
2 Press the [TEMPLATE] button on the control panel.



3 Press the [REGISTRATION] button on the touch panel.

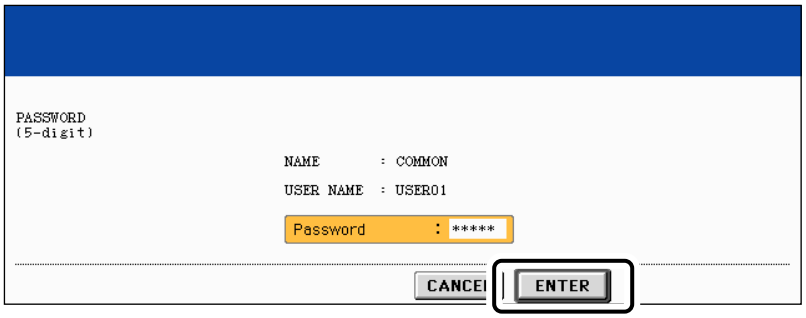


4 Select the desired user group, and then press the [ENTER] button.



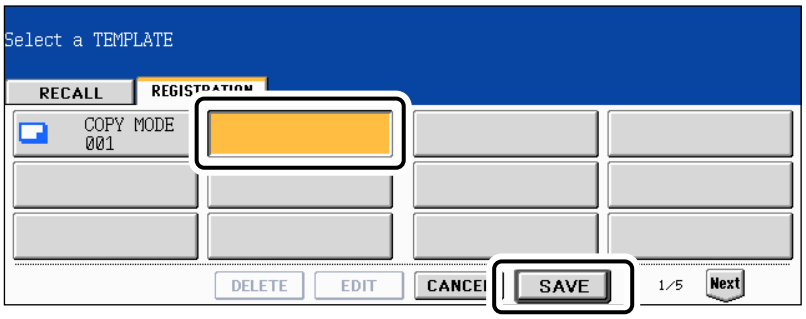
If the desired user group is not displayed, press the [Prev] or [Next] button to switch the menu.

5 **Key in the password (5 digits) for the selected user group, and then press the [ENTER] button.**

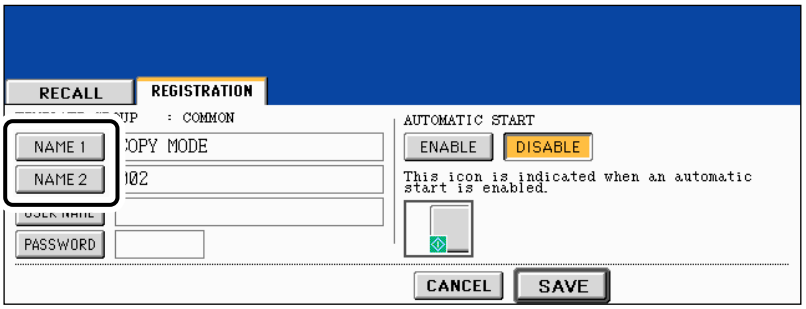


If no password was set when the user group was registered, skip to step 6.

6 **The corresponding buttons of the template registered in the user group are displayed. Press the blank key, and then press the [SAVE] button.**



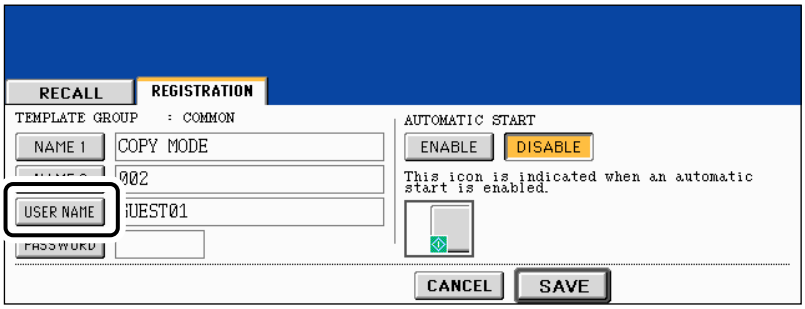
7 Press the [NAME1] button and the [NAME2] button, and then enter the template name.



Notes

- [NAME 1] is displayed in the upper side and [NAME 2] is displayed in the lower side of the template button. Enter [NAME 1] and/or [NAME 2]. When both are entered, [NAME 1] is displayed in the upper side and [NAME 2] is displayed in the lower side of the button.
- When the [NAME 1] or [NAME 2] button is pressed, the letter entry menu (P.41) is displayed. Up to 11 letters can be entered.
- The following symbols cannot be used for [NAME 1] and [NAME 2].
  ["], [=], [|], [*], [<], [>], [?], [+], [[], []], [;], [:], [/], [\], [,], [.]

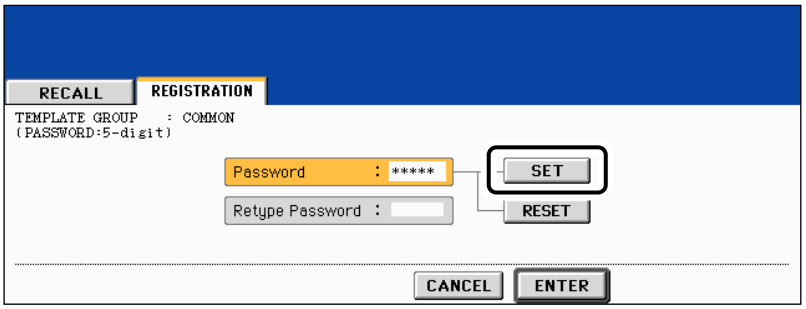
8 Press the [USER NAME] button, and then enter the user name of the template as required.



- When the [USER NAME] button is pressed, the letter entry menu (P.41) is displayed. Up to 30 letters can be entered.

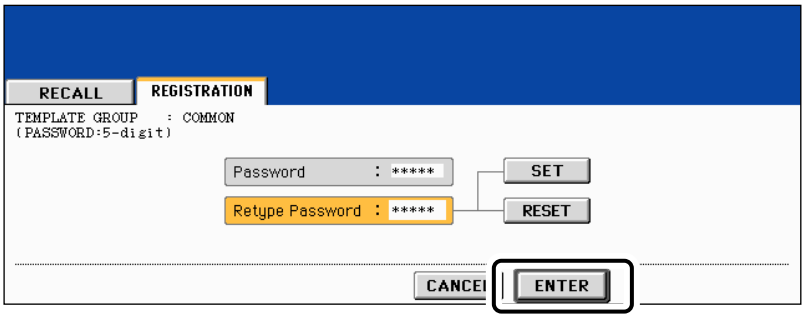
To set the password, proceed to step 9. If not, skip to step 11.

9 **Key in the password in “Password” as required, and then press the [SET] button.**



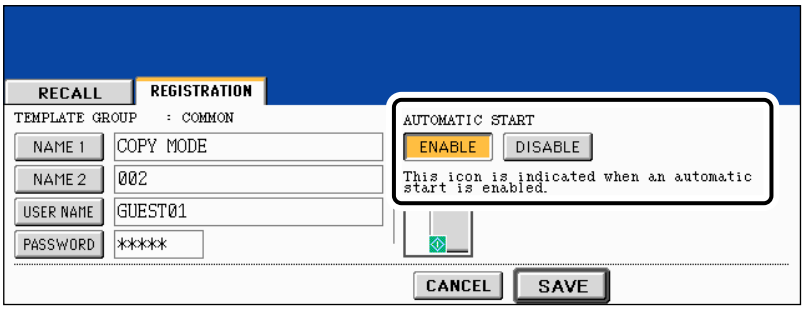
- Be sure to key in the 5-digit password.
- * (asterisk) is displayed in “Password” when the password is entered.
- To correct the entered password, press the [CLEAR] button on the control panel.
- When the [SET] button is pressed, “Retype Password” becomes highlighted.

10 **Key in the password in “Retype Password”, and then press the [ENTER] button.**



- * (asterisk) is displayed in “Retype Password” when the password is entered.
- To correct the entered password, press the [CLEAR] button on the control panel.

11 Select whether to enable “AUTOMATIC START” or not when the template is recalled.

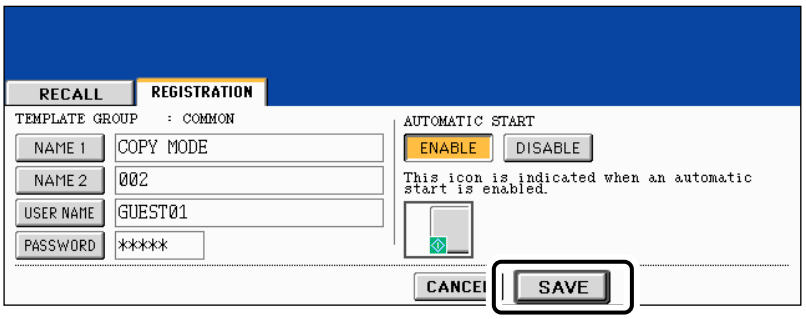


Press the [ENABLE] or [DISABLE] button.

Tip

When [ENABLE] is selected, the ◈ icon is added to the template button. (The operation of the setting functions is automatically started by pressing the template button with the ◈ icon when the template is recalled. However, if a password is set for the template, you need to key it in when an operation with the function set to the template is performed, though automatic start is enabled.)

12 Press the [SAVE] button.



The screen returns to the one of step 1, which is the menu before the [TEMPLATE] button on the control panel is pressed.

Changing Data of User Groups and Templates

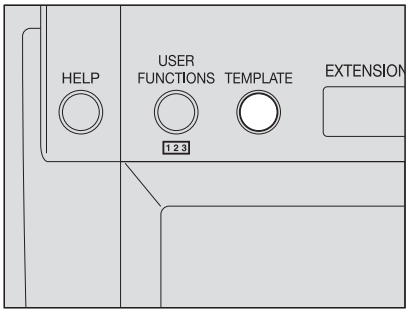
Registered names, user names and passwords of user groups or templates, and the automatic start setting of a template can be changed.

Note

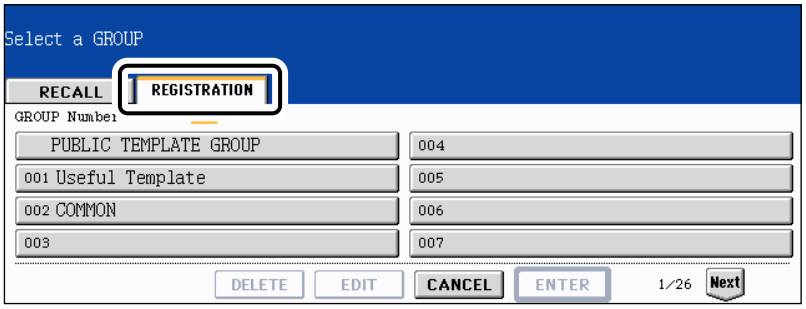
The data of a public group cannot be changed from the control panel, but from “TopAccess”. For details, see the TopAccess Guide.

Changing the data of a user group

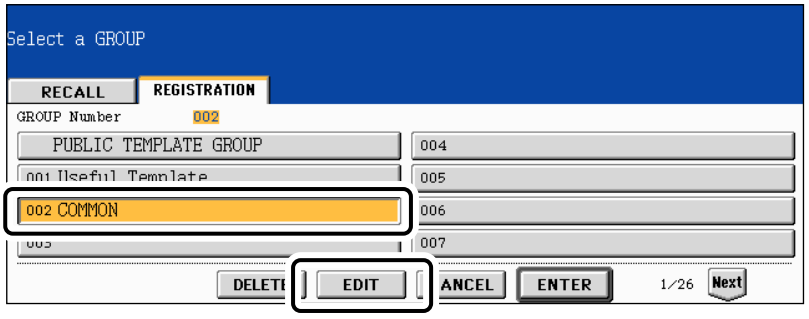
1 **Press the [TEMPLATE] button on the control panel.**



2 **Press the [REGISTRATION] button on the touch panel.**

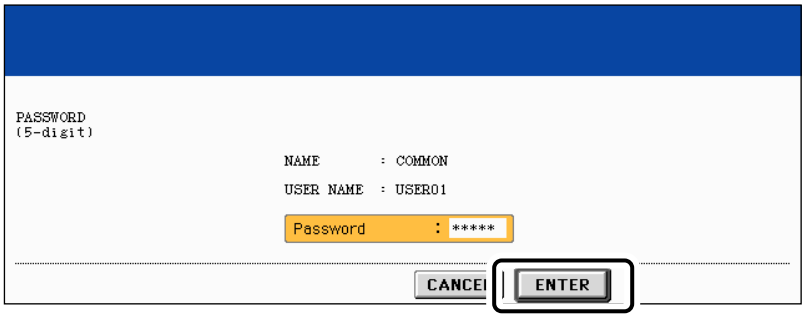


3 **Select the user group you want to change, and then press the [EDIT] button.**



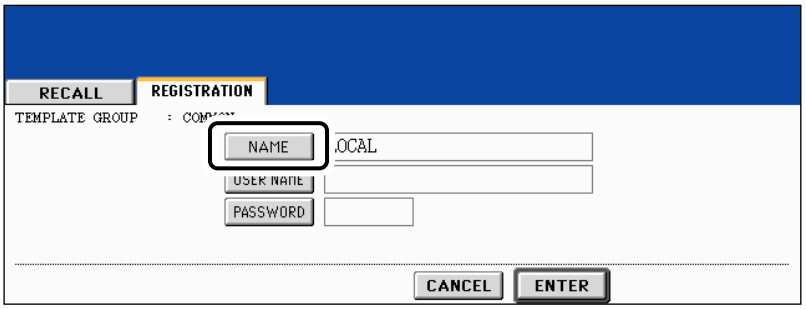
- If the desired user group is not displayed on the menu, press the [Prev] or [Next] button to switch the menu.
- To display the applicable menu immediately, key in the user group number.

4 Key in the password (5 digits) for the selected user group, and then press the [ENTER] button.



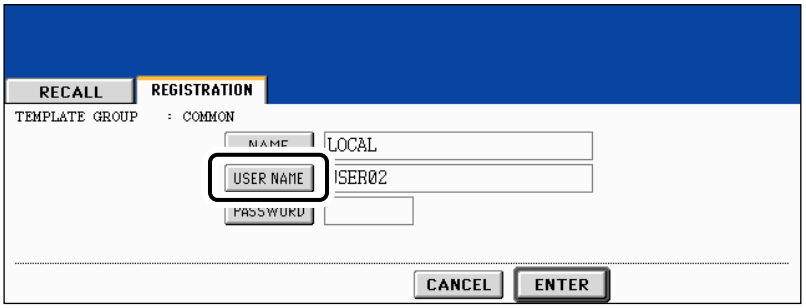
If no password was set when the user group was registered, skip to step 5.

5 Press the [NAME] button, and then enter the new name of the user group.



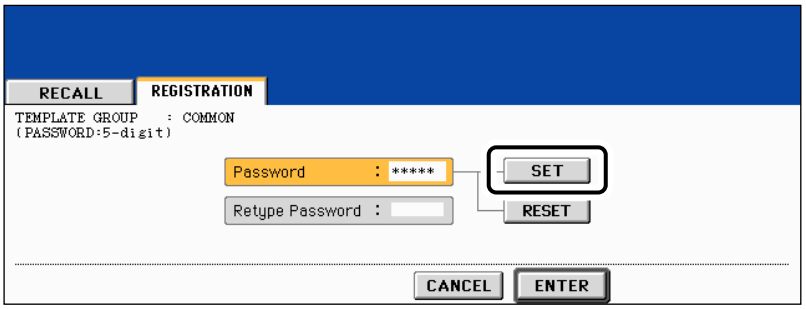
When the [NAME] button is pressed, the letter entry menu (P.41) is displayed. Up to 20 letters can be entered.

6 Press the [USER NAME] button, and then enter the new user name of the user group.



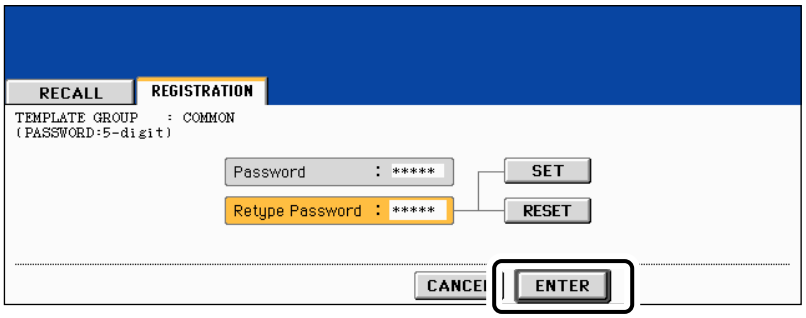
When the [USER NAME] button is pressed, the letter entry menu (P.41) is displayed. Up to 30 letters can be entered.

7 Key in the new password in “Password”, and then press the [SET] button.



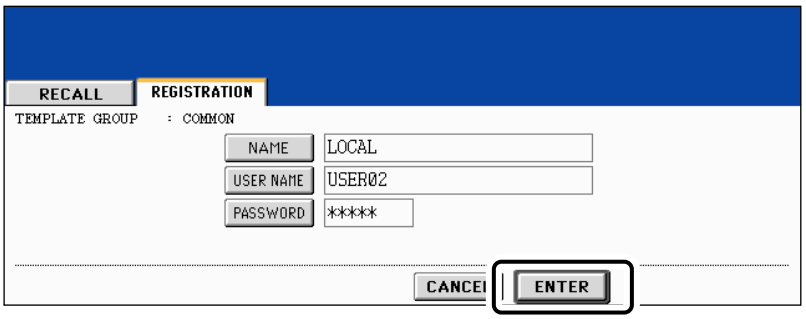
- Be sure to key in the 5-digit password.
- * (asterisk) is displayed in “Password” when the password is entered.
- To correct the entered password, press the [CLEAR] button on the control panel.
- When the [SET] button is pressed, “Retype Password” becomes highlighted.

8 Key in the password in “Retype Password”, and then press the [ENTER] button.



- * (asterisk) is displayed in “Retype Password” when the password is entered.
- To correct the entered password, press the [CLEAR] button on the control panel.

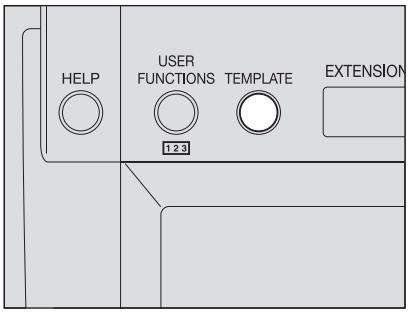
9 Press the [ENTER] button.



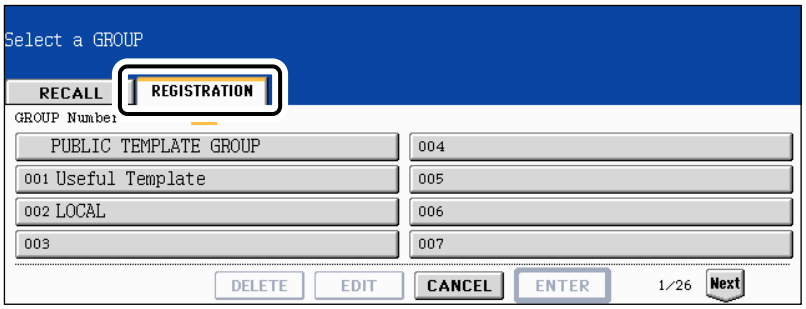
The data of the user group are changed.

Changing the data of a template

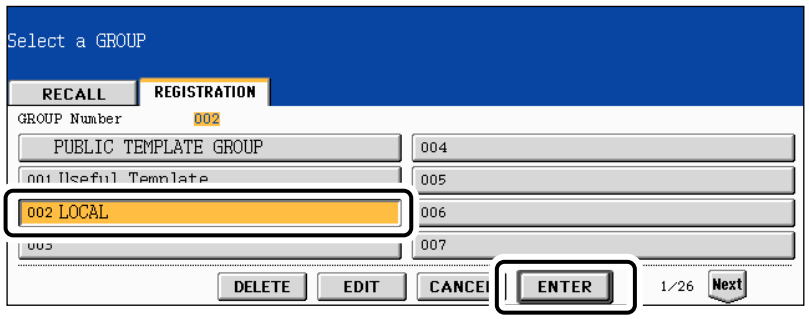
1 **Press the [TEMPLATE] button on the control panel.**



2 **Press the [REGISTRATION] button on the touch panel.**



3 **Select the group in which the template to be changed was registered, and then press the [ENTER] button.**



- If the desired user group is not displayed on the menu, press the [Prev] or [Next] button to switch the menu.
- To display the applicable menu immediately, key in the user group number.

4 Enter the following password, and then press the [ENTER] button.

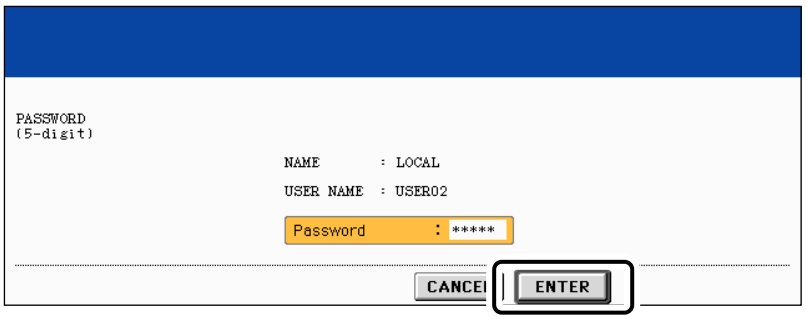
When the public group is selected:

Press the [PASSWORD] button, and then key in the Admin Password (6 to 10 digits) with the keys on the letter entry menu and the digital keys.

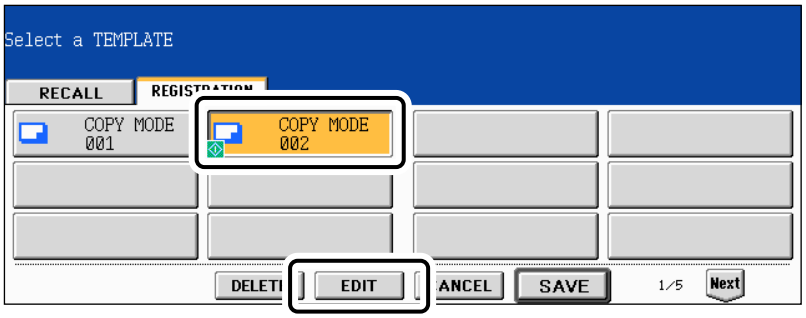
If an incorrect Admin Password is entered three times in a row, this equipment will not be able to be operated for approx. 30 sec. In that case, wait until it becomes available and then enter the correct Admin Password again.

When the user group is selected:

Key in the password (5 digits) for the selected user group. (If no password was set when the user group was registered, skip to step 5.)

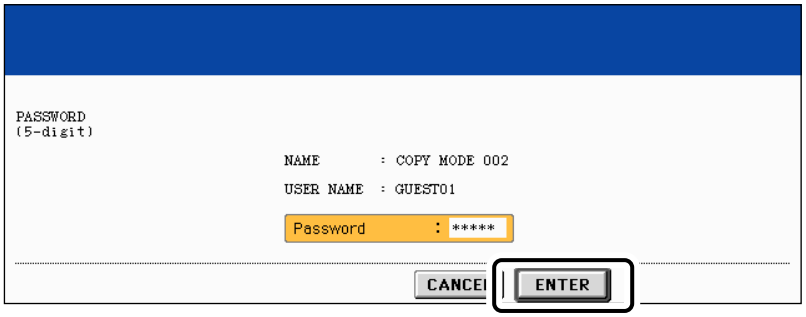


5 Select the template to be changed, and then press the [EDIT] button.



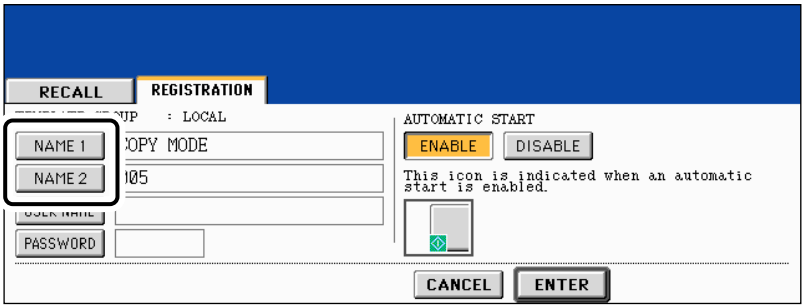
If the desired template is not displayed on the menu, press the [Prev] or [Next] button to switch the menu.

6 Key in the password (5 digits) for the selected template, and then press the [ENTER] button.



If no password was set when the template was registered, skip to step 7.

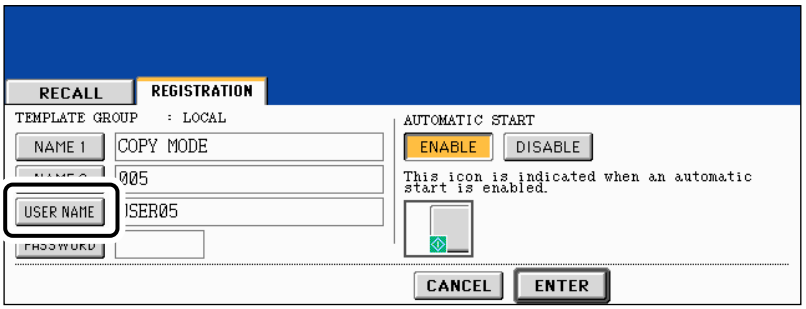
7 Press the [NAME1] button and the [NAME2] button, and then enter the new name of the template.



Notes

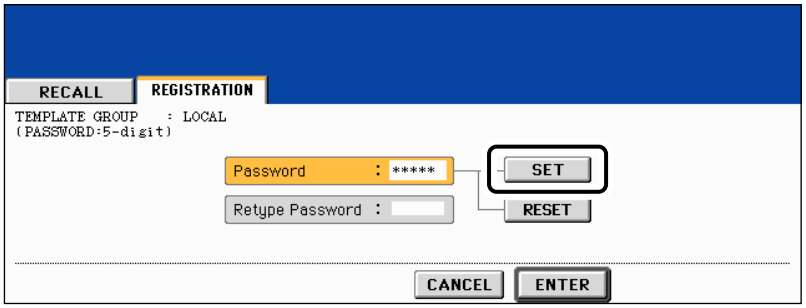
- When the [NAME 1] or [NAME 2] button is pressed, the letter entry menu (P.41) is displayed. Up to 11 letters can be entered.
- The following symbols cannot be used for [NAME 1] and [NAME 2].
  ["], [=], [|], [*], [<], [>], [?], [+], [[], []], [;], [:], [/], [\], [,], [.]

8 Press the [USER NAME] button, and then enter the new user name of the template.



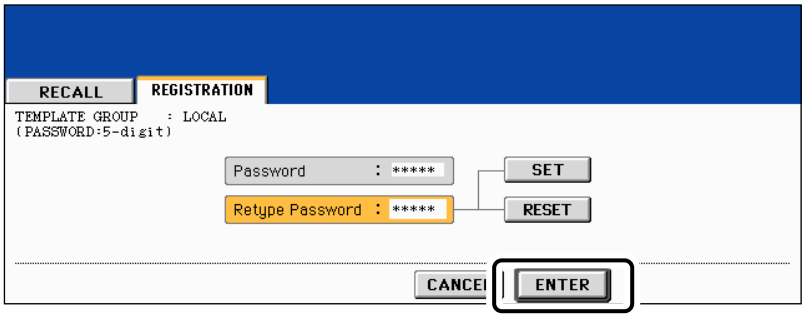
When the [USER NAME] button is pressed, the letter entry menu (P.41) is displayed. Up to 30 letters can be entered.

9 Key in the new password in “Password”, and then press the [SET] button.



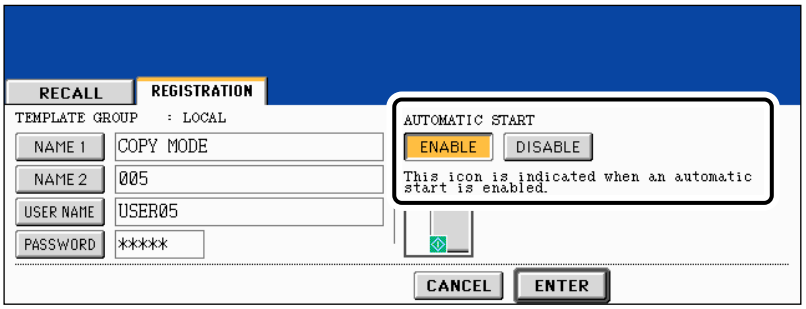
- Be sure to key in the 5-digit password.
- * (asterisk) is displayed in “Password” when the password is entered.
- To correct the entered password, press the [CLEAR] button on the control panel.
- When the [SET] button is pressed, “Retype Password” becomes highlighted.

10 Key in the password in “Retype Password”, and then press the [ENTER] button.



- * (asterisk) is displayed in “Retype Password” when the password is entered.
- To correct the entered password, press the [CLEAR] button on the control panel.

11 Change the setting of “AUTOMATIC START” for recalling the template.

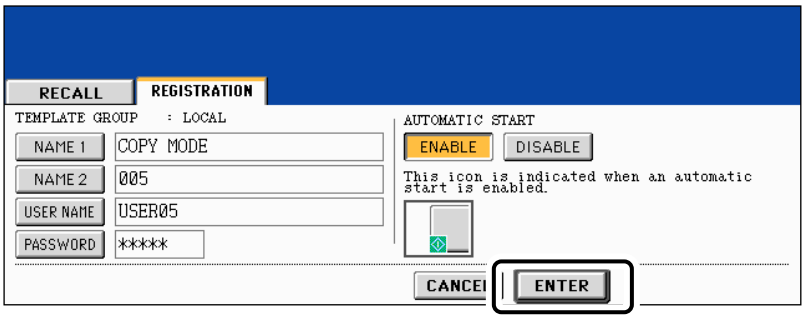


Press the [ENABLE] or [DISABLE] button.

Tip

When [ENABLE] is selected, the icon is added to the template button. (The operation of the setting functions is automatically started by pressing the template button with the icon when the template is recalled. However, if a password is set for the template, you need to key it in when an operation with the function set to the template is performed, though automatic start is enabled.)

12 Press the [ENTER] button.



The data of the template are changed.

Recalling Templates

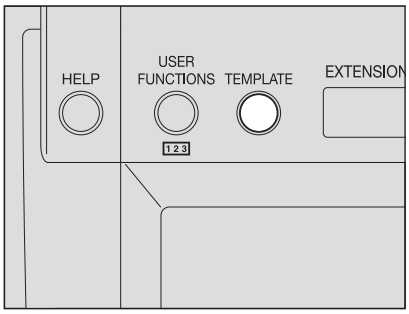
When a template is recalled, the registered setting functions of the template are reflected in the equipment.
If [ENABLE] is selected for “AUTOMATIC START” when the template is registered, operation of the setting functions is automatically started by pressing the template button.

When recalling a template in a public group

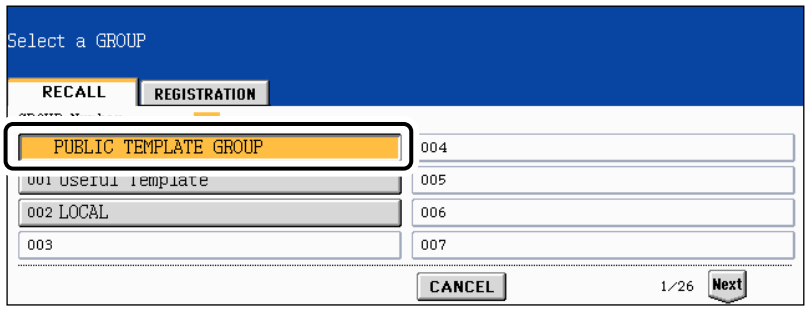
1 **Place paper in the drawer(s).**

2 **Place the original(s).**

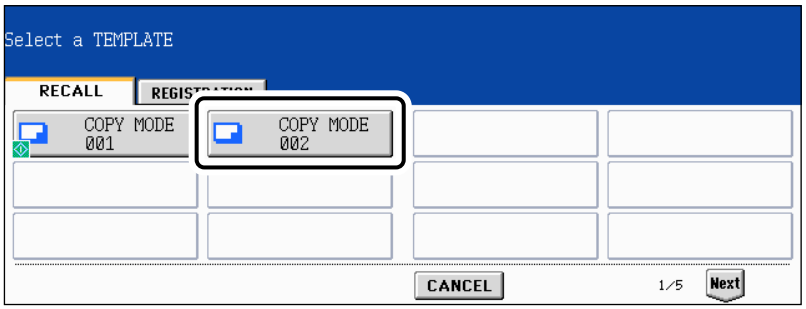
3 **Press the [TEMPLATE] button on the control panel.**



4 **Press the [PUBLIC TEMPLATE GROUP].**

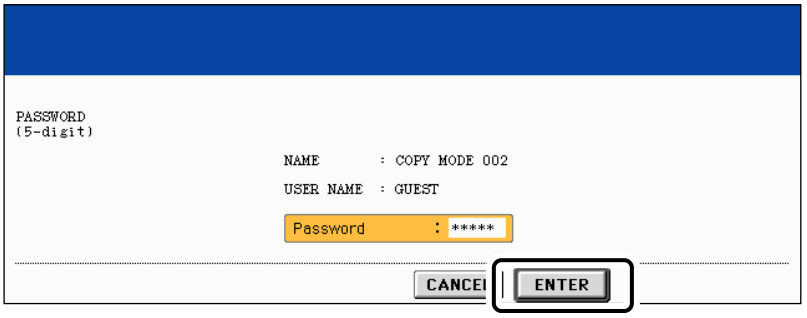


5 Press the desired template button.



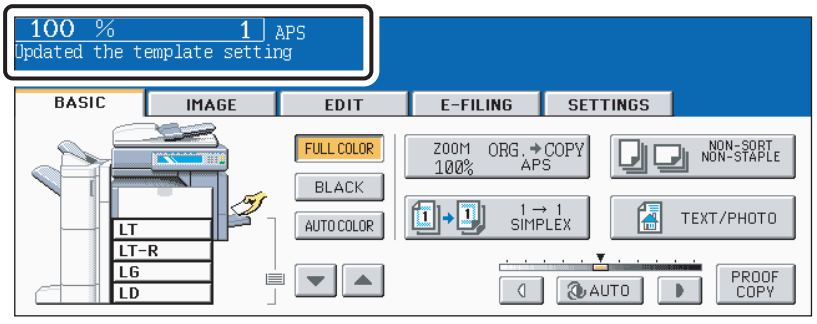
- If the desired template is not displayed on the menu, press the [Prev] or [Next] button to switch the menu.
- If you press the template button with the icon, the operation of the registered setting functions is automatically started.

6 Key in the password (5 digits) for the selected template, and then press the [ENTER] button.



If no password was set when the template was registered, skip to step 7.

7 Confirm that “Updated the template setting” appears on the menu.



- The message appears for approx. 3 seconds.
- Select other copy modes as required.

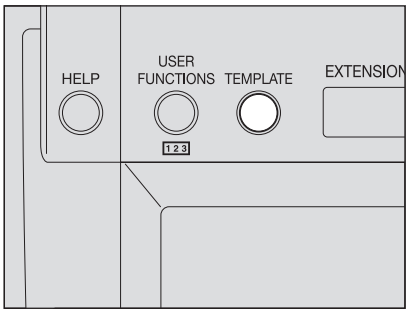
8 Press the [START] button.

When recalling a template in a user group

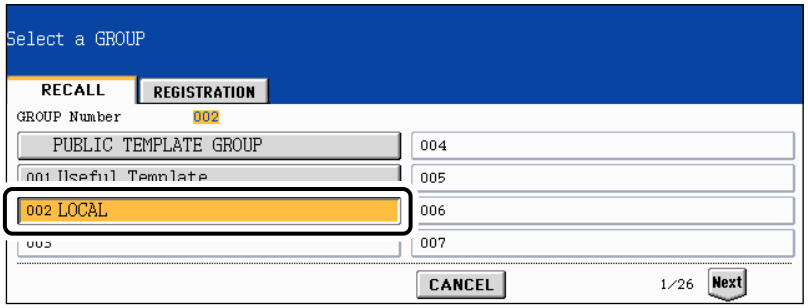
1 **Place paper in the drawer(s).**

2 **Place the original(s).**

3 **Press the [TEMPLATE] button on the control panel.**

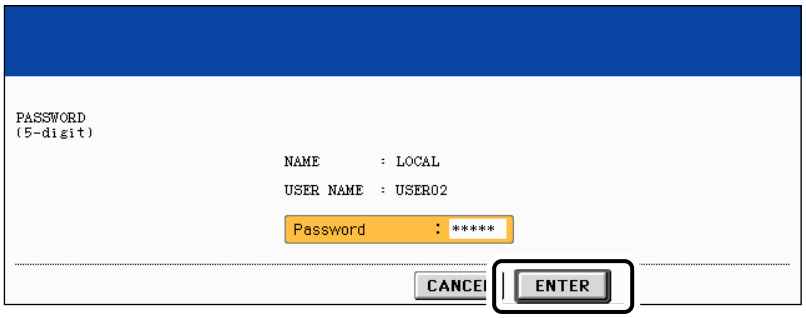


4 **Select the user group in which the template to be recalled is registered.**



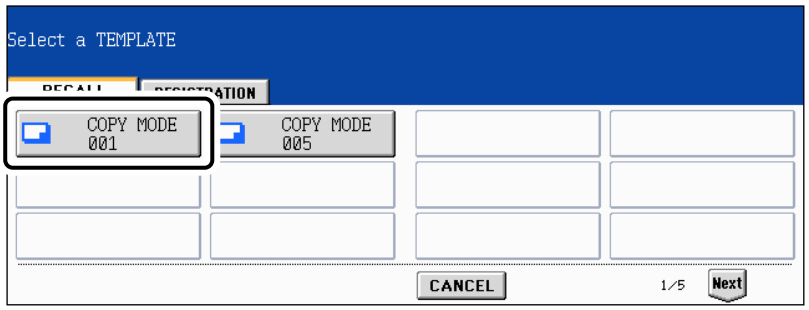
- If the desired user group is not displayed on the menu, press the [Prev] or [Next] button to switch the menu.
- To display the applicable menu immediately, key in the user group number.

5 Key in the password (5 digits) for the selected user group, and then press the [ENTER] button.



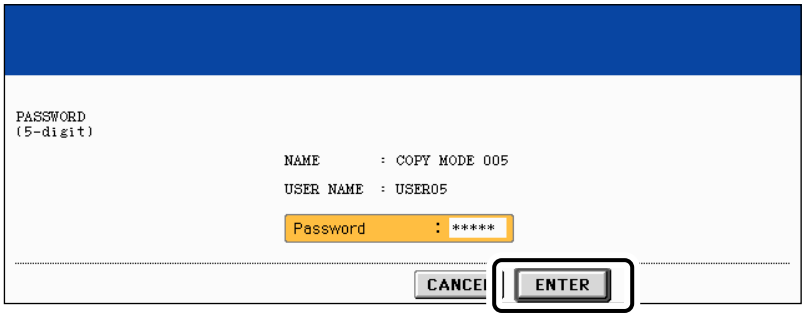
If no password was set when the user group was registered, skip to step 6.

6 Press the desired template button.



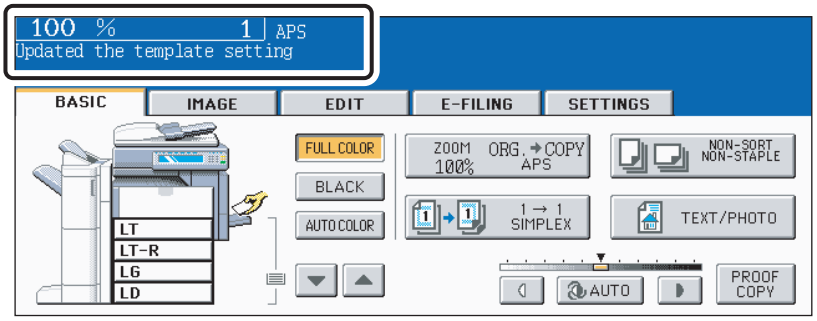
- If the desired template is not displayed on the menu, press the [Prev] or [Next] button to switch the menu.
- If you press the template button with the ◙ icon, the operation of the registered setting functions is automatically started.

7 Key in the password (5 digits) for the selected template, and then press the [ENTER] button.



If no password was set when the template was registered, skip to step 8.

8 Confirm that “Updated the template setting” appears on the menu.



- The message appears for approx. 3 seconds.
- Select other copy modes as required.

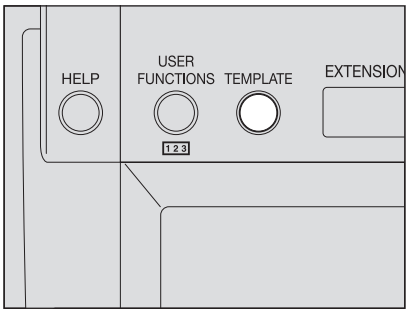
9 Press the [START] button.

Deleting User Groups or Templates

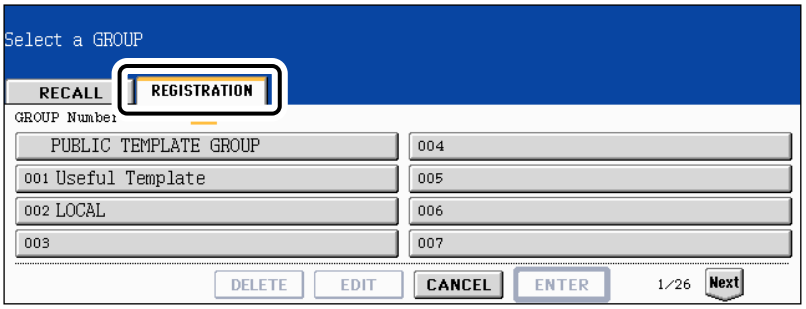
Unnecessary user groups and templates can be deleted. If a user group is deleted, all templates in the user group are also deleted.

Deleting a user group

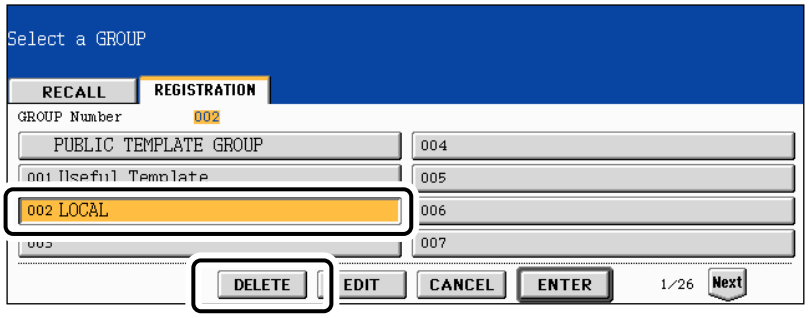
1 **Press the [TEMPLATE] button on the control panel.**



2 **Press the [REGISTRATION] button on the touch panel.**

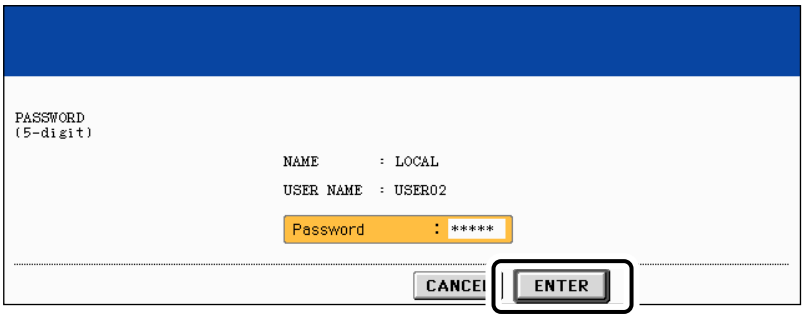


3 **Select the user group you want to delete, and then press the [DELETE] button.**



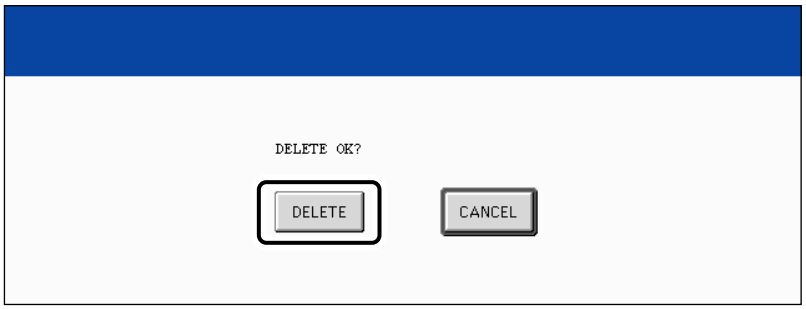
- If the desired user group is not displayed on the menu, press the [Prev] or [Next] button to switch the menu.
- To display the applicable menu immediately, key in the user group number.

4 **Key in the password (5 digits) for the selected user group, and then press the [ENTER] button.**



If no password was set when the user group was registered, skip to step 5.

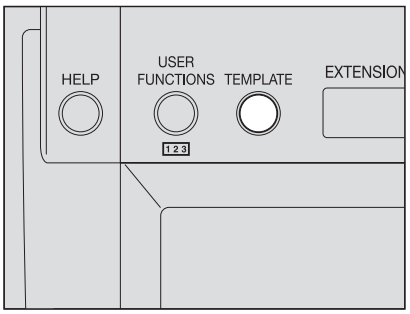
5 **"DELETE OK?" appears. Press the [DELETE] button.**



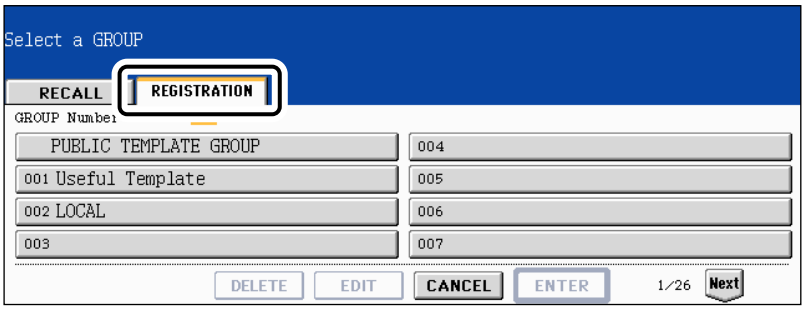
The selected user group is deleted.

Deleting a template

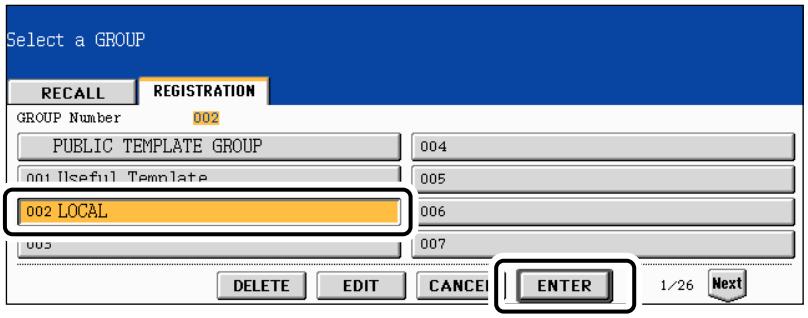
1 **Press the [TEMPLATE] button on the control panel.**



2 Press the [REGISTRATION] button on the touch panel.



3 Select the group in which the template to be deleted is registered, and then press the [ENTER] button.



- If the desired user group is not displayed on the menu, press the [Prev] or [Next] button to switch the menu.
- To display the applicable menu immediately, key in the user group number.

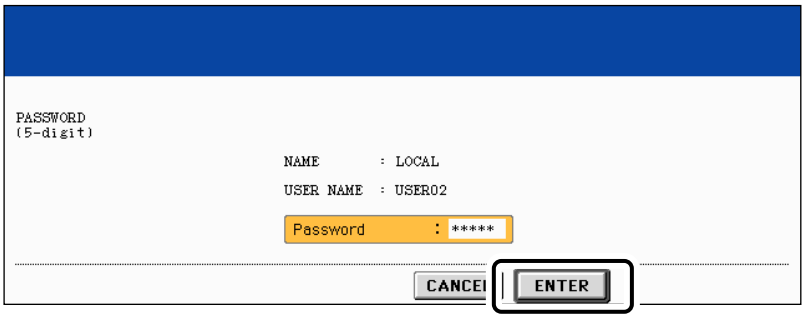
4 Enter the following password, and then press the [ENTER] button.

When the public group is selected:
Press the [PASSWORD] button, and then key in the Admin Password (6 to 10 digits) with the keys on the letter entry menu and the digital keys.

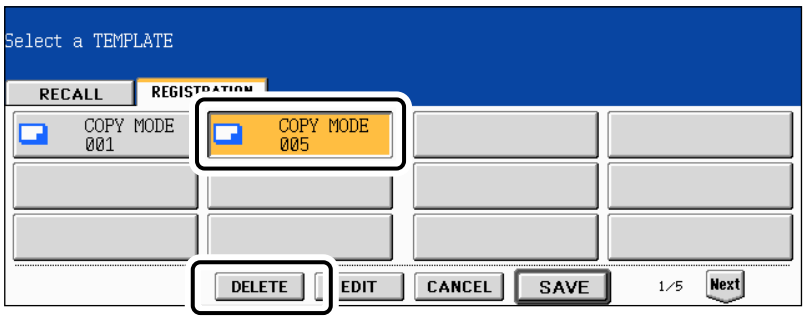
Note

If an incorrect Admin Password is entered three times in a row, this equipment will not be able to be operated for approx. 30 sec. In that case, wait until it becomes available and then enter the correct Admin Password again.

When the user group is selected:
Key in the password (5 digits) for the selected user group. (If no password was set when the user group was registered, skip to step 5.)

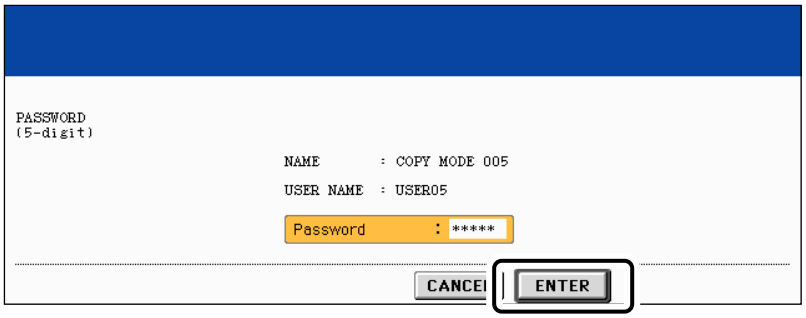


5 Select the template you want to delete, and then press the [DELETE] button.



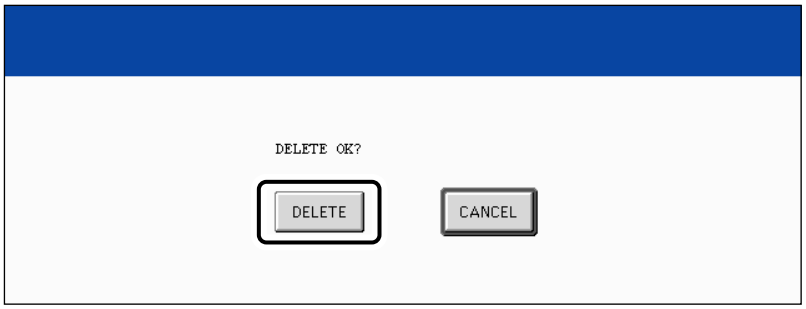
If the desired template is not displayed on the menu, press the [Prev] or [Next] button to switch the menu.

6 Key in the password (5 digits) for the selected template, and then press the [ENTER] button.



If no password was set when the template was registered, skip to step 7.

7 “DELETE OK?” appears. Press the [DELETE] button.



The selected template is deleted.

8

JOB STATUS

This chapter explains how to confirm the status of jobs in waiting, the status of performed jobs, and so on. The error codes are also explained.

Job Status 266

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Releasing print job errors 281

Error Code 284

Job Status

When you press the [JOB STATUS] button on the control panel, the job status menu is displayed. The following information can be confirmed on this menu.

- Status of jobs (print, Fax, Internet Fax and scan) in waiting
- Log list of jobs (print, sending/receiving, scan) performed
- Print status

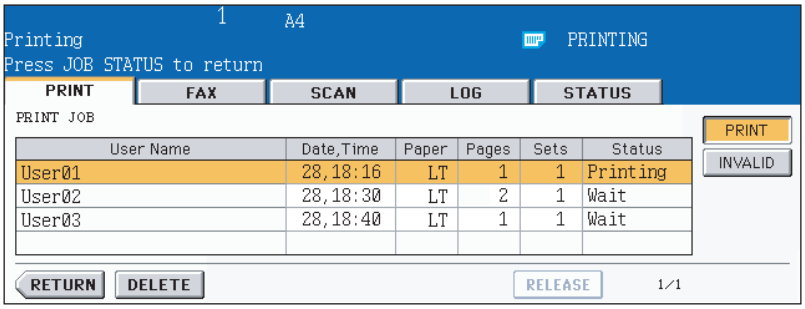
You can also delete the job which is in waiting and release the job which is in the invalid queue. For the status confirmation of Fax jobs, see the Operator's Manual for Facsimile Function. (The FAX Unit (optional) is necessary for the Fax functions.)

Tip

When the equipment is managed under the user management function (📖 P.44), enter the user information (e.g. user name, password) before pressing the [JOB STATUS] button.

Confirming Print Job Status

You can confirm the status of the print job. The following information is displayed in a list.



User Name: Name of user for whom the job was registered
Date, Time: Date and time the job was registered
Paper: Paper size to be printed
Pages: Number of pages to be printed
Sets: Number of sets to be printed
Status: Status of jobs ("Scheduled" is displayed for the scheduled print.)

Tip

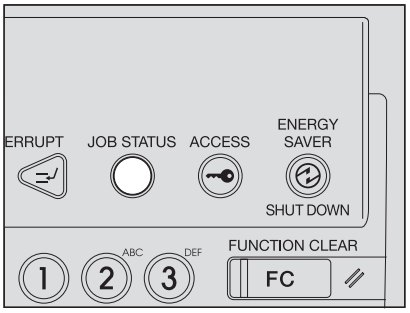
4 jobs are displayed in 1 page. Up to 250 pages (1000 jobs) can be displayed. When you want to confirm the 5th and following jobs, press the [Next] button, and when you want to return to the previous page, press the [Prev] button.

Print jobs

Copying and printing of the document, and printing of an E-mail, etc. are called print jobs. Print jobs can be deleted on the print job list.

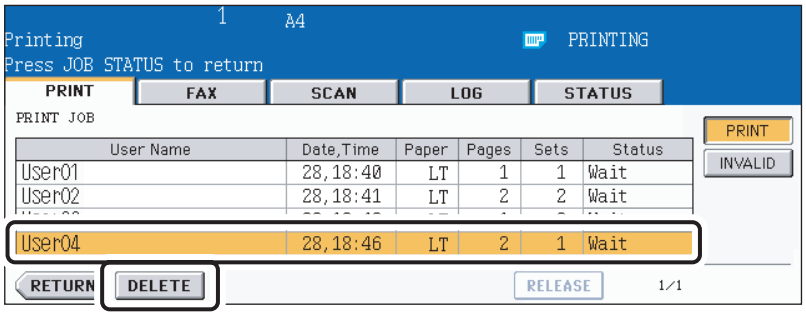
Displaying print job list

1 Press the [JOB STATUS] button on the control panel.
The print job list is displayed.



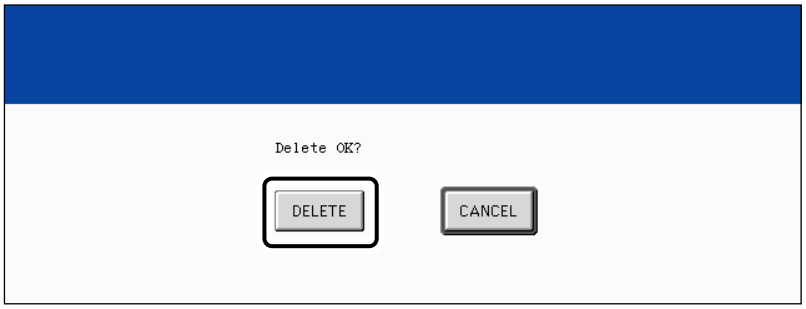
Deleting print jobs

1 Select the job you want to delete on the print job list, then press the [DELETE] button.



If the subject job is not displayed on the page, press the [Prev] or [Next] button to switch the page.

2 “Delete OK?” appears. Press the [DELETE] button.



The job is deleted.

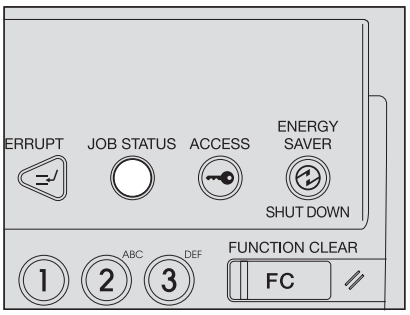
When using department codes

If the department code keyed in at printing is not correct, this job will be stored in the invalid queue (= the list of jobs with an incorrect department code or with no department code), and will not be printed out. However, the jobs stored in the invalid queue can be printed when the correct department code is newly keyed in.
A print job, whose number of pages exceeds that specified for a particular department code, will not be printed out either. In this case, contact the administrator in your office.

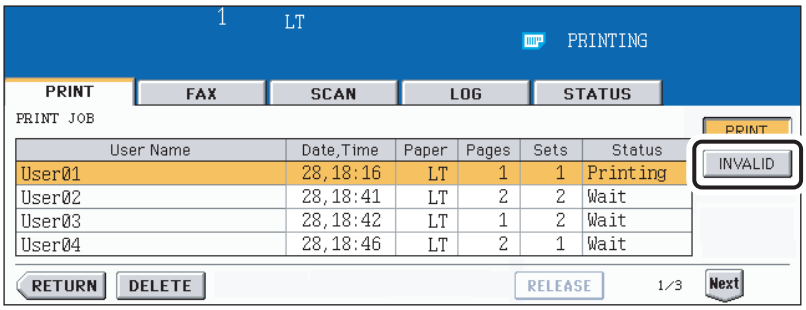
Displaying invalid queues

1 Press the [JOB STATUS] button on the control panel.

The print job list is displayed.



2 Press the [INVALID] button.

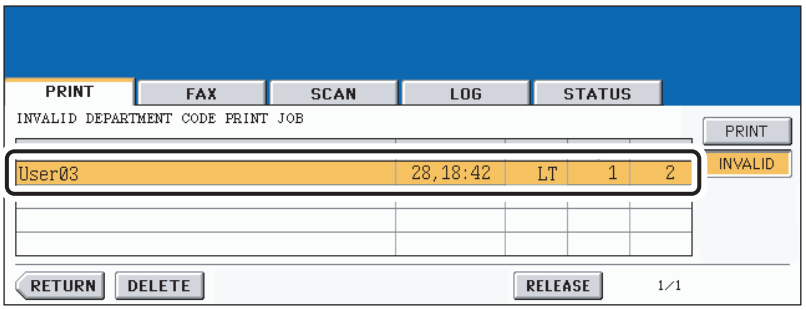


The menu for the invalid queue is displayed.

Keying in correct department code to print

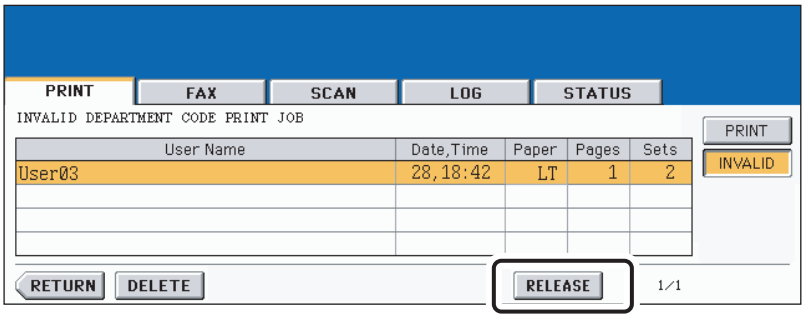
When an incorrect department code has been keyed in at printing, you can key in the correct department code again to print the subject job.

1 Select the job you want to print on the menu for the invalid queue.

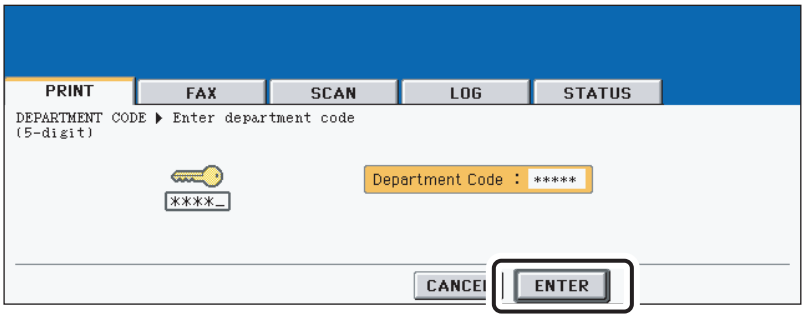


If the corresponding is not displayed on the page, press the [Prev] or [Next] button to switch the page.

2 Press the [RELEASE] button.



3 Key in the correct department code, and then press the [ENTER] button.

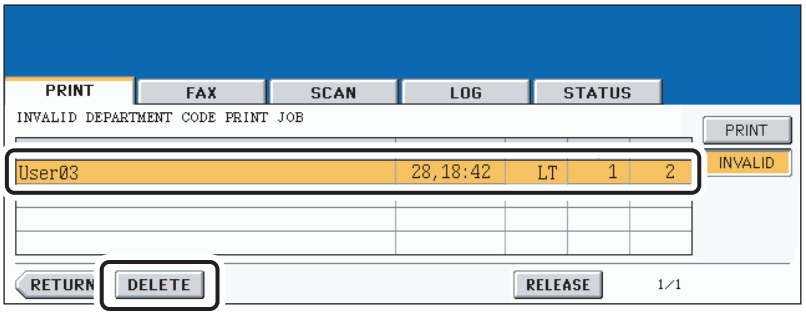


Printing starts.

- The printing status can be confirmed on the print job list.

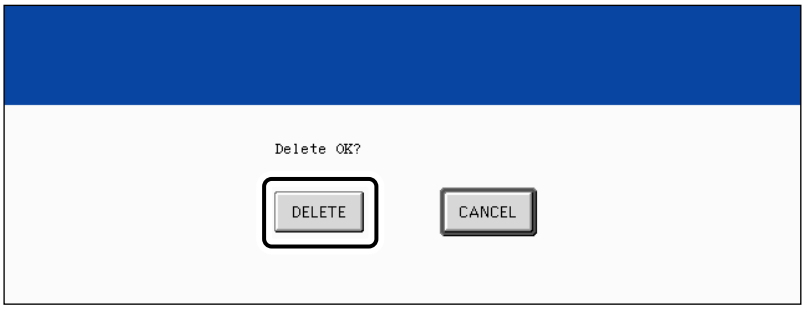
Deleting invalid print jobs

1 Select the job you want to delete on the menu for the invalid queue, then press the [DELETE] button.



If the corresponding job is not displayed on the page, press the [Prev] or [Next] button to switch the page.

2 "Delete OK?" appears. Press the [DELETE] button.

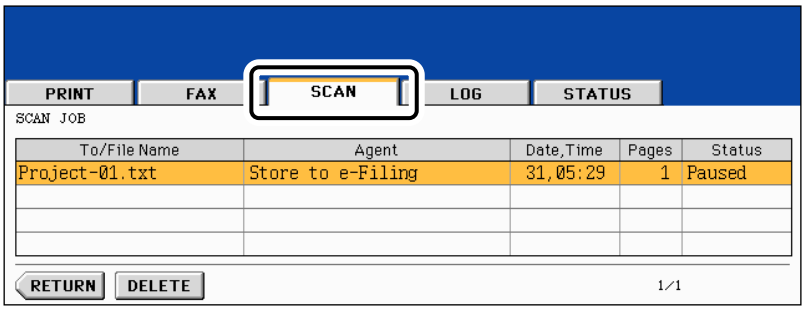


The job is deleted.

Confirming Scan Job Status

You can confirm the scan job status and delete a scan job. For details, refer to the Scanning Guide.

Press the [JOB STATUS] button on the control panel. Then press the [SCAN] button on the touch panel to display the scan job list.



The following information is displayed.

To/File Name:	Name of the file created or the E-mail address of the recipient
Agent:	Function selected for the scan job
Date, Time:	Date and time of the scan job
Pages:	Number of pages scanned or sent via E-mail
Status:	Status of jobs

Tip

4 jobs are displayed in 1 page. Up to 250 pages (1000 jobs) can be displayed. When you want to confirm the 5th and the following jobs, press the [Next] button, and when you want to return to the previous page, press the [Prev] button.

Deleting scan job
Select the job you want to delete on the scan job list, and then press the [DELETE] button.

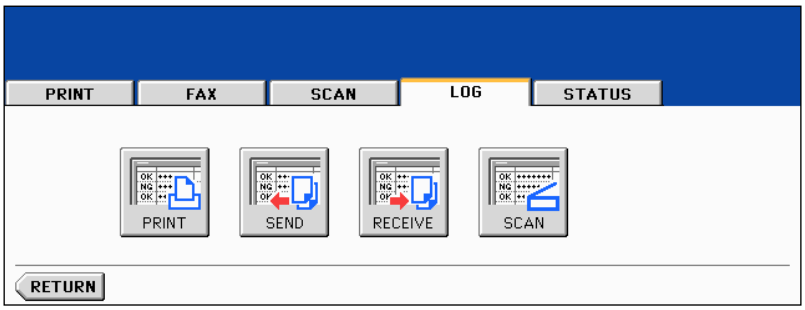
Log List

You can confirm the history of each copy, print, scan, and, sending and receiving of Fax, Internet Fax and E-mail job on the log list.
You can also register unregistered Fax numbers or E-mail addresses into the address book from the log list of the Fax and Internet Fax, or the log list of scan jobs.

Tip

The FAX Unit (optional) is necessary for the Fax function.

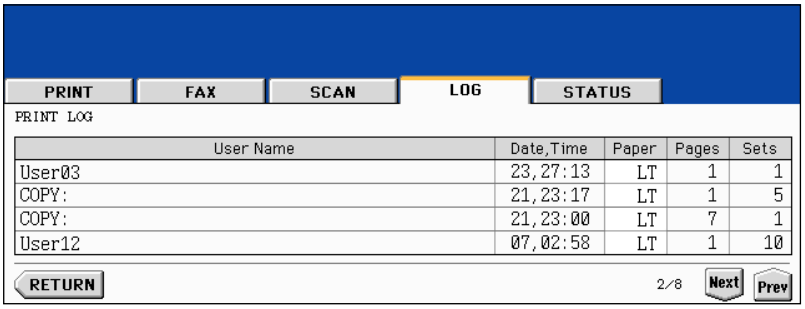
When you press the [JOB STATUS] button on the control panel and the [LOG] button on the touch panel, the log menu is displayed.



Confirming job history in log list

Print log

When you press the [PRINT] button on the log menu, the history of copy jobs and print jobs is displayed.



The following information is displayed.

User Name:	Name of the senders of the copy/print job
Date, Time:	Date and time the job was printed
Paper:	Paper size printed
Pages:	Number of pages of the copy/print job
Sets:	Number of sets printed

Tip

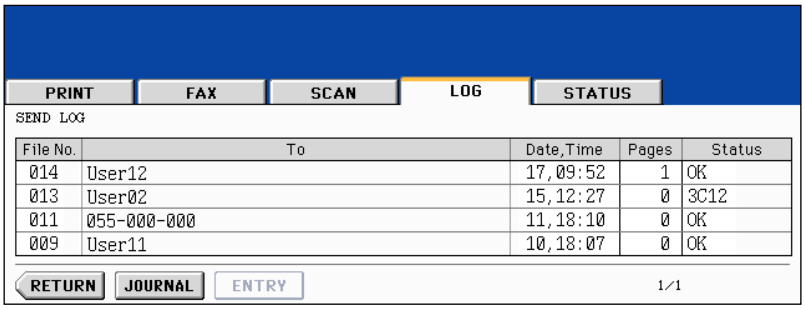
4 jobs are displayed in 1 page. Up to 30 pages (120 jobs) can be displayed. When you want to confirm the 5th and the following jobs, press the [Next] button, and when you want to return to the previous page, press the [Prev] button.

The following button is displayed.

[RETURN]: Press this button to return to the log menu.

Send log

When you press the [SEND] button on the log menu, the sending history of Fax jobs and Internet Fax jobs is displayed. (The Fax function is optional.)



The following information is displayed.

File No.:	Order of job registered
To:	Recipient's Fax number or E-mail address of Internet Fax
Date, Time:	Date and time the Fax or Internet Fax was sent
Pages:	Number of pages of the Fax or Internet Fax sent
Status:	Result is displayed as "OK" or in error codes. (For the error codes, see P.284 "Error Code".)

Tip

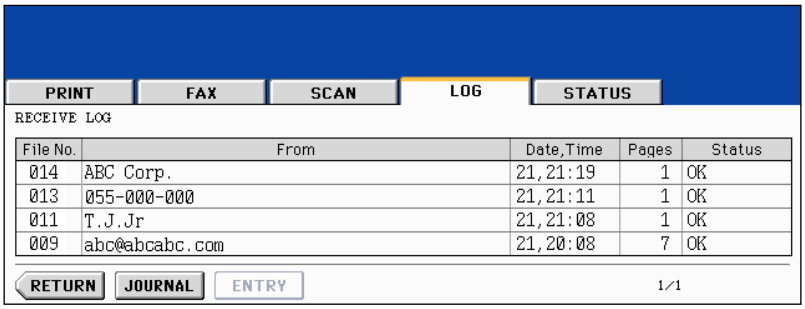
4 jobs are displayed in 1 page. Up to 10 pages (40 jobs) can be displayed. When you want to confirm the 5th and the following jobs, press the [Next] button, and when you want to return to the previous page, press the [Prev] button.

The following buttons are displayed.

[JOURNAL]:	Press this button to print the history of sent jobs (= journal). (For details, see P.280 "Printing journals (send/receive log list)".)
[ENTRY]:	Press this button to register unregistered Fax numbers or E-mail addresses on the send log list into the address book. (For details, see P.278 "Registering into address book from log lists".)
[RETURN]:	Press this button to return to the log menu.

Receive log

When you press the [RECEIVE] button on the log menu, the receiving history of Fax jobs, Internet Fax jobs and E-mail jobs is displayed. (The Fax function is optional.)



The following information is displayed.

File No.:	Order of job registered
From:	Sender's Fax number or E-mail address of Internet Fax (The recipient's name in the address book is displayed, if registered.)
Date, Time:	Date and time the Fax, Internet Fax or E-mail was received
Pages:	Number of pages of the Fax, Internet Fax or E-mail received
Status:	Result is displayed as "OK" or in error codes. (For the error codes, see P.284 "Error Code".)

Tip

4 jobs are displayed in 1 page. Up to 10 pages (40 jobs) can be displayed. When you want to confirm the 5th and the following jobs, press the [Next] button, and when you want to return to the previous page, press the [Prev] button.

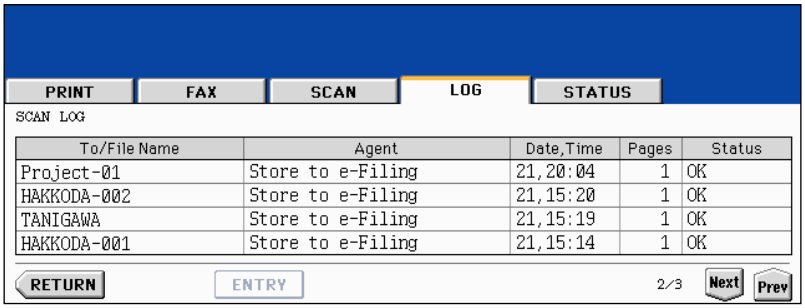
The following buttons are displayed.

[JOURNAL]:	Press this button to print the history of received jobs (= journal). (For details, see P.280 "Printing journals (send/receive log list)".)
[ENTRY]:	Press this button to register unregistered Fax numbers or E-mail addresses on the receive log list into the address book. (For details, see P.278 "Registering into address book from log lists".)
[RETURN]:	Press this button to return to the log menu.

Scan log

When you press the [SCAN] button on the log menu, the histories of the following items are displayed.

- Job history of the following functions using the copying functions:
  - Storing job in e-filing
- Job history of the following functions using the scanning functions:
  - Storing job in e-filing
  - Storing job in the USB storage device
  - Sending E-mails
- Job history of the following function using the printing functions:
  - Storing job in e-filing
- Job history of the following function using the e-Filing functions:
  - Sending E-mails
- Job history of the following functions using the “Received Fax Forward” function:
  - Storing job in e-filing
  - Sending E-mails
- Job history of the following functions using the “Received Internet Fax Forward” function:
  - Storing job in e-filing
  - Sending E-mails



The following information is displayed.

To/File Name:	Name of the file created or the E-mail address of the recipient
Agent:	Function selected for the scan job
Date, Time:	Date and time of the scan job
Pages:	Number of pages scanned or sent via E-mail
Status:	Result is displayed as “OK” or in error codes. (For the error codes, see P.284 “Error Code”.)

Tip

4 jobs are displayed in 1 page. Up to 30 pages (120 jobs) can be displayed. When you want to confirm the 5th and the following jobs, press the [Next] button, and when you want to return to the previous page, press the [Prev] button.

The following buttons are displayed.

[ENTRY]:	Press this button to register unregistered E-mail addresses on the scan log list into the address book. (For details, see P.278 “Registering into address book from log lists”.)
[RETURN]:	Press this button to return to the log menu.

Registering into address book from log lists

You can register the information such as the remote Fax numbers and E-mail addresses in the address book from the send/receive log screen.

The following information can be registered from the Send log:

- Remote FAX number which was dialed by direct entry using the digital keys, or which was searched for by the LDAP server
- E-mail address which was manually entered, or which was searched for by the LDAP server

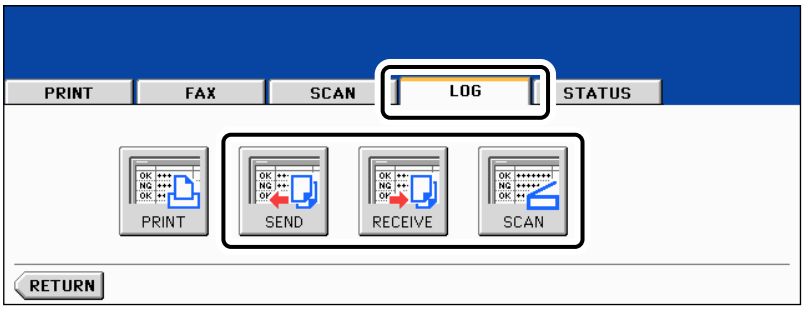
The following information can be registered from the Receive log:

- Remote FAX number which was dialed by direct entry using the digital keys, or which was searched for by the LDAP server for a Polling Reception
- E-mail address of the sender

The following information can be registered from the Scan log:

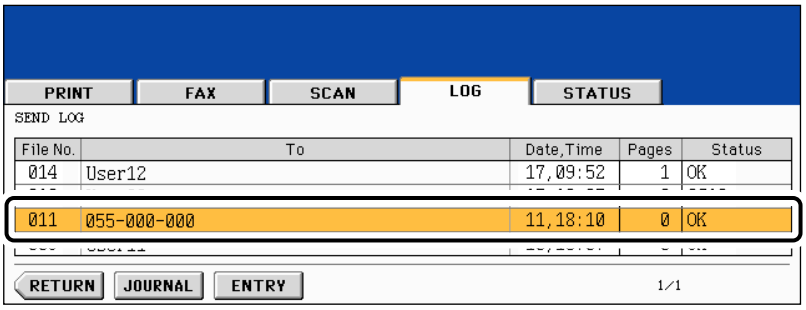
- E-mail address which was manually entered

1 Press the [SEND] (or [RECEIVE] or [SCAN]) button on the log menu.

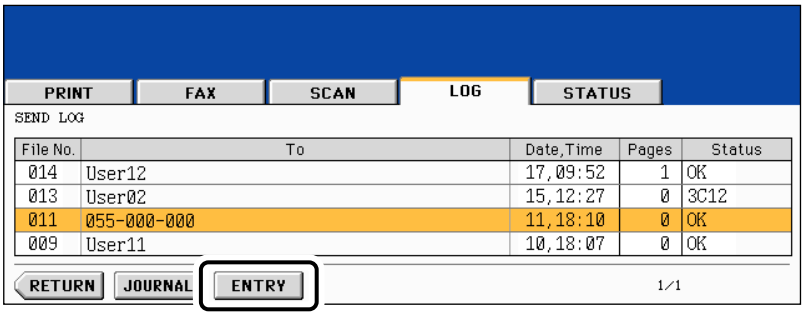


The send (or receive or scan) log list is displayed.

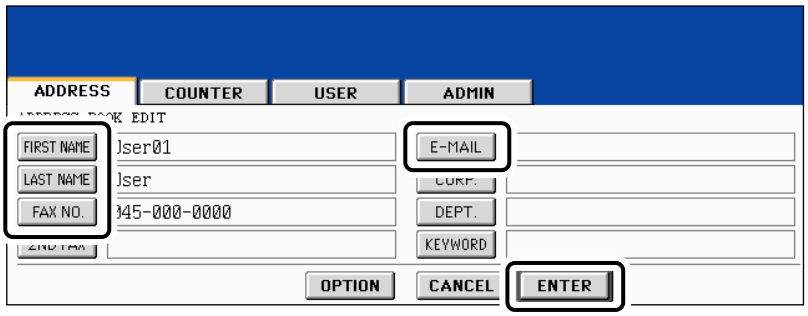
2 Select the job which includes the Fax number or E-mail address you want to register into the address book.



3 Press the [ENTRY] button.



4 Enter the following information. (You need to enter at least either of [FIRST NAME] or [LAST NAME], and either of [FAX NO.] or [E-MAIL].)



- **FIRST NAME:** Enter the first name. The entered first name is displayed in the address book list on the touch panel.
- **LAST NAME:** Enter the last name. The entered last name is displayed in the address book list on the touch panel.
- **FAX NO.:** Enter the Fax number.
- **2ND FAX:** Enter the second Fax number.
- **E-MAIL:** Enter the E-mail address.
- **CORP.:** Enter the company name.
- **DEPT.:** Enter the department name.
- **KEYWORD:** Enter a keyword with which you can search for the desired contact.

Tip

When you press any of the above, the letter entry menu (P.41 “Setting letters”) is displayed. Enter the information with the buttons on this menu and the digital keys on the control panel.

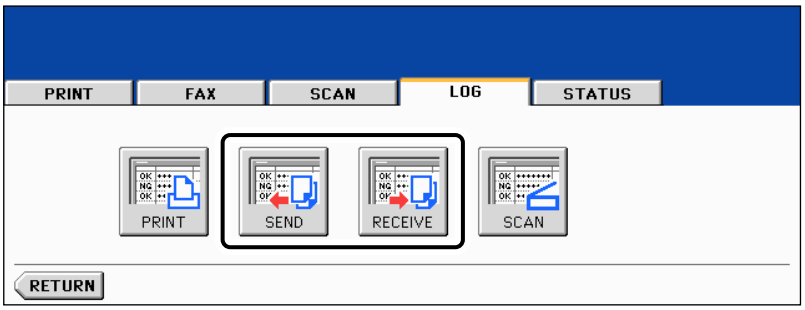
5 Press the [ENTER] button.

- The information has been registered in the address book.
- For details of the address book, see the User Functions Guide.

Printing journals (send/receive log list)

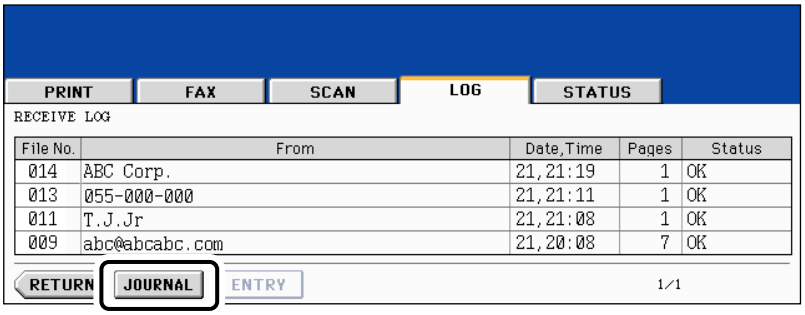
You can print the send and receive log lists of the Fax job. The 40 latest send-and-receive logs (1 page), or the 120 latest send-and-receive logs (3 pages) can be printed out. You can also select and print only 1 log.
For details, see the Operator's Manual for Facsimile Function.

1 Press the [SEND] (or [RECEIVE]) button on the log menu.



The send (receive) log list is displayed.

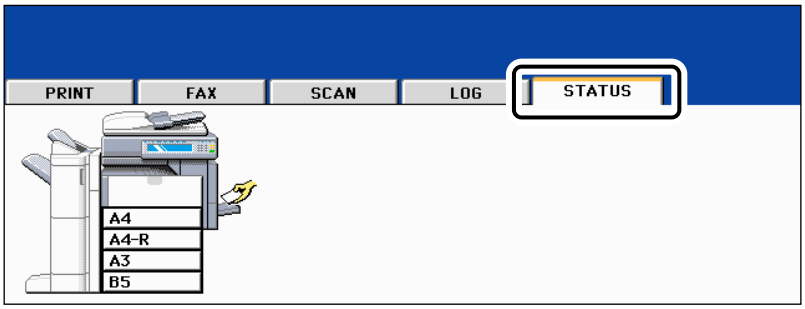
2 Press the [JOURNAL] button.



The send (receive) log list is printed.

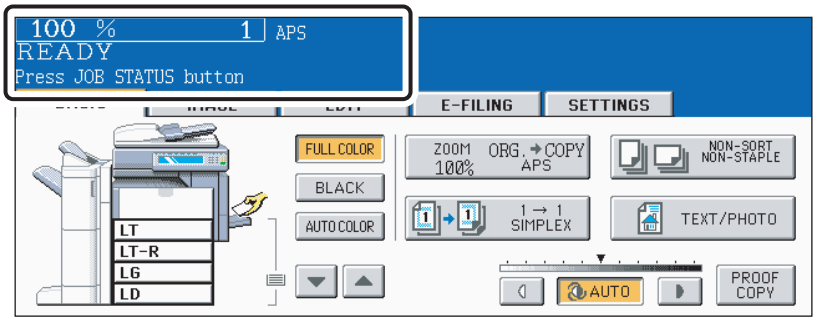
Print Status Display

When you press the [STATUS] button on the touch panel while no operation is in progress, the size of the paper set in the drawer is displayed. When you press the [STATUS] button during printing, the drawer button being used for the feeding of this printing is highlighted.



Releasing print job errors

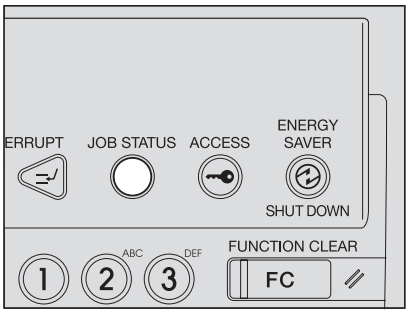
If the specified size of paper is not in the drawer when printing is to be performed from a client PC, a print job error occurs. The [JOB STATUS] button blinks and the following menu is displayed.



Follow the procedure below to release the error.

Printing by placing sheets of paper on the bypass tray

1 Press the blinking [JOB STATUS] button.

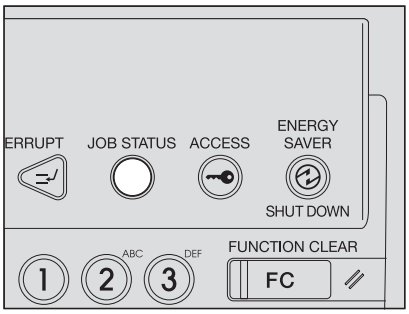


2 Place the specified size of paper on the bypass tray, and then press the [START] button.

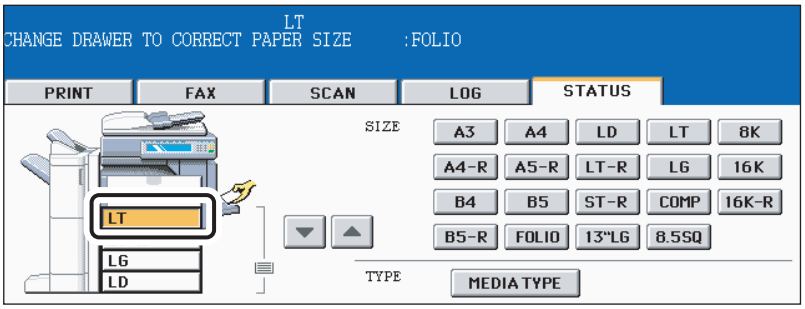
Printing is performed. Press the [JOB STATUS] button when printing is completed.

Printing by placing appropriate size of sheets in the drawer

1 Press the blinking [JOB STATUS] button.



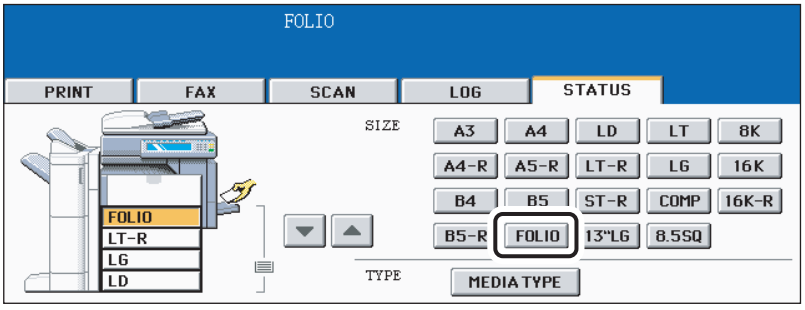
2 Press the drawer button whose size you want to change on the touch panel.



You can select the desired drawer with the paper source selection (▲/▼) buttons.

3 Place paper in the corresponding drawer.

4 Press the paper size button corresponding to the one you have placed.



5 Press the [START] button.

Printing is performed. Press the [JOB STATUS] button when printing is completed.

Printing by selecting a paper size already placed in another drawer

When the specified size of paper is not in the drawer, you can release the error by selecting another size of paper already placed in another drawer, instead of placing the specified size of paper in the drawer. However, a part of the image may not be printed if the size of the paper placed in the drawer is smaller than the specified one.

Press the drawer button whose size you want to use on the touch panel. Then press the [START] button.

Error Code

If an error occurs while using the printer, optional Fax, optional Internet Fax or scan, the error code is displayed in the status of each log. Take an appropriate action with reference to the following.

Fax / Internet Fax

Error code	Problem	What to do
Fax		
0012	Original jam	Clear the jammed original.
0013	Door open	Firmly close the open door.
0020	Power interruption	Check the power interruption report.
0030	Reset	Transmission is cancelled. (The transmission is terminated by the jammed printing paper during the Direct Transmission.)
0033	Polling error	Check polling options setup (Security code, etc.), and check if the polling document exists.
0042	Memory full	Make sure that there is sufficient memory before making the call again.
0050	Line busy	Retry communications.
0053	Security mismatch in relay or mailbox transmission	Confirm the remote party's security code, system password, and your setup.
00B0 - 00B5 00C0 - 00C4 00D0 - 00D2 00F0, 00F1	Signal error or line condition error	Retry communications. Frequent failures may indicate a phone line problem. If possible, move the unit to another line and try your communications again.
00E8	HDD error	Retry communications.
Internet Fax		
1C10	System access abnormality	Turn the power OFF and then back ON. Perform the job in error again. If the error still occurs, contact your service representative.
1C11	Insufficient memory	When there are running jobs, perform the job in error again after the completion of the running jobs. If the error still occurs, turn the power OFF and then back ON, and perform the job again.
1C12	Message reception error	Turn the power OFF and then back ON. Perform the job in error again.
1C13	Message transmission error	Turn the power OFF and then back ON. Perform the job in error again.
1C14	Invalid parameter	When a template is used, form the template again. If the error still occurs, turn the power OFF and then back ON, and perform the job again.
1C15	Exceeding file capacity	Ask your administrator to change the "Fragment Page Size" setting for the Internet Fax setting, or reduce the number of pages and perform the job again.
1C20	System management module access abnormality	Turn the power OFF and then back ON. Perform the job in error again. If the recovery is still not completed, contact your service representative.
1C21-1C22	Job control module access abnormality	Turn the power OFF and then back ON. Perform the job in error again. If the recovery is still not completed, contact your service representative.
1C30-1C33	Disk access error	When there are running jobs, perform the job in error again after the completion of the running jobs. If the error still occurs, turn the power OFF and then back ON, and perform the job again.
1C40	Image conversion abnormality	Turn the power OFF and then back ON. Perform the job in error again. If the error still occurs, contact your service representative.
1C60	HDD full failure during processing	Reduce the number of pages of the job in error and perform the job again. Check if the server or local disk has a sufficient space in disk capacity.

Error code	Problem	What to do
1C61	Address book reading failure	Turn the power OFF and then back ON. Perform the job in error again. Reset the data in the Address book and perform the job again. If the error still occurs, contact your service representative.
1C62	Memory acquiring failure	Turn the power OFF and then back ON. Perform the job in error again. If the error still occurs, contact your service representative.
1C63	Terminal IP address unset	Ask your administrator to set the IP address of the equipment.
1C64	Terminal mail address unset	Ask your administrator to set the E-mail address of the equipment.
1C65	SMTP address unset	Ask your administrator to set the SMTP server address.
1C66	Server time time out error	Check if the SMTP server is operating properly.
1C69	SMTP server connection error	Ask your administrator to set the login name or password of SMTP server and perform the job again. Check if the SMTP server is operating properly.
1C6A	HOST NAME error	Ask your administrator to check if there is an illegal character in the device name. Delete the illegal character and reset the appropriate device name.
1C6B	Terminal mail address error	Ask your administrator to check if there is an illegal character in the E-mail address of the equipment. Delete the illegal character and reset the appropriate E-mail address, then perform the job again.
1C6C	Destination mail address error	Check if there is an illegal character in the Destination E-mail address. Delete the illegal character and reset the appropriate Destination E-mail address, then perform the job again.
1C6D	System error	Turn the power OFF and then back ON. Perform the job in error again. If the error still occurs, contact your service representative.
1C70	SMTP client OFF	Ask your administrator to enable the SMTP Client and perform the job again.
1C71	SMTP authentication error	Check if the SMTP authentication method, login name and password are correct. If the SSL setting is enabled, check if the setting and the port number of SSL correspond to those of the server.
1C72	POP Before SMTP error	Check if the settings of POP Before SMTP and POP3 are correct.
1C80	Internet Fax transmission failure when processing E-mail job received	Confirm the “Received Internet Fax Forward” settings.
1C81	Onramp Gateway transmission failure	Confirm the mailbox settings.
1C82	Internet Fax transmission failure when processing Fax job received	Confirm the “Received Fax Forward” setting.
1CC0	Job canceling	Job was canceled.
1CC1	Power failure	Check if the power cable is connected properly and it is inserted securely. Check if the power voltage is unstable.
3A10-3A12	MIME format error	Ask the sender to resend the E-mail in the MIME1.0 format.
3A20-3A22	E-mail process error	Ask the sender to resend the E-mail.
3A30	Partial E-mail timeout error	Ask the sender to resend the E-mail, or change the Partial Wait time setting.
3A40	Invalid partial E-mail received	Ask the sender to resend the partial E-mail in the RFC2046 format.

Error code	Problem	What to do
3A50-3A52	HDD full error	Ask the sender to resend the E-mail by separating it to several E-mails. If this error occurs because the paper empty occurs and too much waiting jobs are stored in the hard disk, add the paper to activate other jobs.
3A60-3A62	HDD full alert	Ask the sender to resend the E-mail by separating it to several E-mails. If this error occurs because the paper empty occurs and too much waiting jobs are stored in the hard disk, add the paper to activate other jobs.
3A70	Interrupt partial E-mail reception	Ask your administrator to enable the Enable Partial E-mail setting and ask the sender to resend the E-mail.
3A80-3A82	Partial E-mail disabled	Ask your administrator to enable the Enable Partial E-mail setting and ask the sender to resend the E-mail.
3B10-3B12	E-mail format error	Ask your administrator to enable the Enable Partial E-mail setting and ask the sender to resend the E-mail.
3B20-3B22	Context-type error	Ask the sender to resend the E-mail with attached files that are the TIFF format.
3B30-3B32	Invalid character set	Ask the sender to resend the E-mail in the ISO-8559-1/2 format.
3B40-3B42	E-mail decode error	Ask the sender to resend the E-mail.
3C10-3C13	TIFF analysis error	Ask the sender to resend the E-mail with attached files that are the TIFF format.
3C20-3C22	TIFF compression error	Ask the sender to resend the E-mail with attached TIFF files in the MH, MR, MMR, or JPEG compression.
3C30-3C32	TIFF resolution error	Ask the sender to resend the E-mail with attached TIFF files whose resolution is either 200 x 100, 200 x 200, 200 x 400, 300 x 300, or 400 x 400 dpi.
3C40-3C42	TIFF paper size error	Ask the sender to resend the E-mail with attached TIFF files that can be printed on the paper available for this equipment.
3C50-3C52	Offramp transmission error	Ask the sender to specify the correct fax numbers and resend the E-mail.
3C60-3C62	Offramp security error	Confirm the fax numbers that are specified in the received offramp gateway job and ask the sender to resend the E-mail with correct fax numbers.
3C70	Power failure	Confirm the job is recovered or not. If not, ask the sender to resend the E-mail.
3D10	Destination address error	Ask your administrator whether the DNS and mail server settings are correctly set. If they are correctly set, ask the sender to confirm the destination address is correct.
3D20	Exceeding maximum offramp destinations	Ask the sender to specify up to 40 destinations for one offramp gateway job. The equipment cannot perform the offramp gateway transmission for more than 40 destinations.
3D30	Fax unit is not installed	Make sure the Fax unit is installed, or connected correctly.
3E10	POP3 server communication error	Ask your administrator that the POP3 server address is correctly set, or the POP3 server works properly. Check if the setting and the port number of SSL correspond to those of the server.
3E20	POP3 server communication timeout	Ask your administrator that the POP3 server works properly and the LAN cable is connected to the server.
3E30	POP3 login error	Ask your administrator that the POP3 user name and password is set correctly.
3E40	POP3 login type error	Ask your administrator if the login types (Auto, POP3, APOP) to the POP3 server are correct.
3F00, 3F10, 3F20, 3F30, 3F40	File I/O error	Ask the sender to resend the E-mail. If the error still occurs, contact your service representative.

Scan Job

Error code	Problem	What to do
Remote Scan		
2A20	Failed to acquire resource	Perform the job in error again. If the error still occurs, turn the power OFF and then back ON. Perform the job in error again.
2A40	System fatal error	Turn the power OFF and then back ON. Perform the job in error again.
2A50	Job canceling	Job was canceled.
2A51	Power failure	Check if the power cable is connected properly and it is inserted securely. Check if the power voltage is unstable.
Scan to E-mail		
2C10, 2C12, 2C13, 2C20-2C22	Illegal job status	A system error has occurred during sending an E-mail. Retry it. If the error still occurs, contact your service representative.
2C11, 2C62	Not enough memory	When there are running jobs, perform the job in error again after the completion of the running jobs. If the error still occurs, turn the power OFF and then back ON, and perform the job again.
2C14	Invalid parameter specified	Make sure you specify the settings correctly and try again.
2C15	Message size exceeded limit or maximum size	Fragment the message into several smaller-sized ones and send them again.
2C30-2C33	Disk access error	When there are running jobs, perform the job in error again after the completion of the running jobs. If the error still occurs, turn the power OFF and then back ON, and perform the job again.
2C40	Failed to convert image file format	When this error occurs at the slim PDF setting, retry the scan. If the error still occurs, retry it with the normal PDF setting. When this error occurs other than at the slim PDF setting, turn the power OFF and then back ON. Retry the scan. If the error still occurs, contact your service representative.
2C61	Failed to read Address book	Turn the power OFF and then back ON. Retry the job in error. Reset the data in the Address book and retry it. If the error still occurs, contact your service representative.
2C63, 2C64	Invalid domain address	Ask your administrator to set the IP address.
2C65, 2C66, 2C69	Failed to connect to SMTP server	Make sure the SMTP server is correctly working, or the SMTP server address has been set correctly. Then retry the scan.
2C6A	Failed to send E-mail message	Turn the power OFF and then back ON. Retry the scan. If the error still occurs, contact your service representative.
2C6B	Invalid address specified in From: field	Ask your administrator to check if there is an illegal character in the E-mail address of the equipment. Delete the illegal character and reset the appropriate E-mail address, then perform the job again.
2C6C	Invalid address specified in To: field	Check if there is an illegal character in the Destination E-mail address. Delete the illegal character and reset the appropriate Destination E-mail address, then perform the job again.
2C6D	NIC system error	Turn the power OFF and then back ON. Retry the job in error. If the error still occurs, contact your service representative.
2C70	SMTP service is not available	Ask your administrator to enable the SMTP setting.
2C71	SMTP authentication error	Check if the SMTP authentication method, login name and password are correct. Check if the setting and the port number of SSL correspond to those of the server.
2C72	POP Before SMTP error	Check if the settings of POP Before SMTP and POP3 are correct.

Error code	Problem	What to do
2C80	Failed to process received E-mail job	Ask your administrator to confirm whether the Received Internet Fax Forward is set.
2C81	Failed to process received Fax job	Ask your administrator to confirm whether the Received Fax Forward is set.
2CC0	Job canceled	Job was canceled.
2CC1	Power failure occurred	Make sure that the power cable is connected properly and it is inserted securely. Resend the job.
Save as File		
2D10, 2D12, 2D13, 2D20-2D22	Illegal job status	Turn the power OFF and then back ON. Retry sending. If the error still occurs, contact your service representative.
2D11	Not enough memory for saving the scan job	Wait for a while and retry the job. If the error still occurs, turn the power OFF and then back ON and retry it.
2D14	An internal error occurred	Turn the power OFF and then back ON, and retry the job. If the error still occurs, contact your service representative.
2D15	Exceeding maximum file capacity	Divide the file into several files, or retry in a single-page format.
2D30	Failed to create directory	Make sure that the access privilege to the storage directory is writable and also the USB device in the directory have enough space. Then retry the job. If more than one job is performed simultaneously, an error may occur because the disk temporarily runs out of space. In this case, wait for a while and retry the job. If an error still occurs, turn the power OFF and then back ON, and then retry it.
2D31, 2D33	Failed to create file	Make sure that the access privilege to the storage directory is writable and also the USB device in the directory have enough space. Then retry the job. If more than one job is performed simultaneously, an error may occur because the disk temporarily runs out of space. In this case, wait for a while and retry the job. If an error still occurs, turn the power OFF and then back ON, and then retry it.
2D32	Failed to delete file	Make sure that the access privilege to the storage directory is writable and then perform it again. If the error still occurs, turn the power OFF and then back ON, and then carry it out again.
2D40	Failed to convert image file format	When this error occurs at the slim PDF setting, retry the scan. If the error still occurs, retry it with the normal PDF setting. When this error occurs other than at the slim PDF setting, turn the power OFF and then back ON. Retry the scan. If the error still occurs, contact your service representative.
2D60	Failed to copy file	Turn the power OFF and then back ON. Retry the scan. If the error still occurs, contact your service representative.
2D66	Failed to process your job. Insufficient storage space.	Delete the data in the local storage folder in the equipment and retry the scan.
2DC0	Job canceled.	Job was canceled.
2DC1	Power failure occurred.	Make sure that the power cable is connected properly and it is inserted securely. Resend the job.
Store to e-Filing		
2B10	There was no applicable job.	Turn the power OFF and then back ON. Retry the scan. If the error still occurs, contact your service representative.
2B11	Job status failed.	Turn the power OFF and then back ON. Retry the scan. If the error still occurs, contact your service representative.
2B20	Failed to access file	Turn the power OFF and then back ON. Retry the scan. If the error still occurs, contact your service representative.
2B21	Message size exceeded limit or maximum size	Fragment the message into several smaller-sized ones and send them again.
2B30	Insufficient disk space	Delete unnecessary documents in e-Filing and try again.

Error code	Problem	What to do
2B31	Failed to access e-Filing	Make sure that the specified e-Filing or folder exists. (If not, this error would not occur.). Turn the power OFF and then back ON. Delete the specified e-Filing or folder and reset them. Retry the job in error. If the specified e-Filing or folder cannot be deleted, contact your service representative.
2B32	Failed to print e-Filing document	Make sure that the specified document exists. (If not, this error would not occur.).Turn the power OFF and then back ON. Delete the specified document. If the specified document cannot be deleted, contact your service representative.
2B50	Failed to process image	Turn the power OFF and then back ON. Retry the scan. If the error still occurs, contact your service representative.
2B51	Failed to process print image	Make sure that the Function List can be printed out. Retry the print. If the error still occurs, contact your service representative.
2B90	Insufficient memory	Turn the power OFF and then back ON. Retry the scan. If the error still occurs, contact your service representative.
2BA0	Invalid box password specified	Make sure that the password is correct and retry the scan, or reset the password and retry the scan. When this error occurs for the print of the data in the e-Filing, perform the print with the administrator's password. If the recovery is still not completed or in case of invalid password for the operation other than printing (opening the file, etc.), contact your service representative.
2BB0	Job canceled.	Job was canceled by the user.
2BB1	Power failure occurred.	Make sure that the power cable is connected properly and it is inserted securely.
2BC0	System fatal error	Turn the power OFF and then back ON. Retry the print. If the error still occurs, contact your service representative.
2BC1	Failed to acquire resource	Ask your administrator if the e-Filing function is enabled. Retry the job in error. If the error still occurs, turn the power OFF and then back ON. And then retry the job in error.
2B60	The folder was renamed. A folder of the same name already existed.	Check the folder to be made.
2B70	The document was renamed. A document of the same name already existed.	Check the data to be stored.
2B71	The storage period of e-Filing documents will expire.	Check the storage period.
2B80	The HDD for storing e-Filing data is running out of space.	Delete the unnecessary data in HDD.
2BA1	Incorrect paper size or color mode	This size or color mode is not supported by e-Filing. Check the paper size or color mode.
2BD0	Power failure occurred during restoring.	Check the power cable.
2BE0	Failed to obtain the machine parameters.	Turn the power OFF and then back ON to print again.
2BF0	Reached the maximum number of pages.	Reduce the pages to be inserted, and print them.
2BF1	Reached the maximum number of documents.	Delete unnecessary documents in the box or folder.
2BF2	Reached the maximum number of folders.	Delete unnecessary folders in the box.

Error code	Problem	What to do
Printer		
4031	HDD full for printing	Too many jobs of Private print and department code print are stored in HDD.
4032	Private-print-only error	Jobs other than Private print cannot be printed. Perform Private printing.
4033	Printing data storing limitation error	Printing with its data being stored to the HDD temporarily (Proof print, Private print, Scheduled print, etc.) cannot be performed. Perform normal printing.
4034	e-Filing storing limitation error	Printing with its data being stored to the HDD (print and e-Filing, print to e-Filing, etc.) cannot be performed. Perform normal printing.
4035	Local file storing limitation error	Internet Fax cannot be sent when “Local” is selected for the destination of the file to save. Select “Remote” (SMB/FTP) for the destination.
4036	User authentication error	The user performing the printing has not been authenticated or user-registered. Perform user authentication or user registration.
4040	No authority to execute a job	Ask your administrator about it.
4050	The connection with the LDAP server or its authority setting has something wrong.	Ask your LDAP server administrator about it.
A221	Print job cancel	Print job is canceled. Retry the print.
A222	Print Job power interruption	Power failure occurred. Retry the print.
A290	Limit over error (Black and White)	Number of prints has exceeded the one specified with the department code and user code at the same time. Clear the limit counter.
A291	Limit over error (Black and White)	Number of prints has exceeded the one specified with the user code. Clear the limit counter.
A292	Limit over error (Black and White)	Number of prints has exceeded the one specified with the department code. Clear the limit counter.
A2A0	Limit over error (Color)	Number of prints has exceeded the one specified with the department code and user code at the same time. Clear the limit counter.
A2A1	Limit over error (Color)	Number of prints has exceeded the one specified with the user code. Clear the limit counter.
A2A2	Limit over error (Color)	Number of prints has exceeded the one specified with the department code. Clear the limit counter.

RFC related

Error code	Problem	What to do
2500	Syntax error, command unrecognized: HOST NAME error (RFC: 500), Destination mail address error (RFC: 500), Terminal mail address error (RFC: 500)	Check if the Terminal mail address and Destination mail address are correct. Check if the mail server is operating properly. Turn the power OFF and then back ON, and perform the job in error again.

Error code	Problem	What to do
2501	Syntax error in parameters or arguments: HOST NAME error (RFC: 501), Destination mail address error (RFC: 501), Terminal mail address error (RFC: 501)	Check if the Terminal mail address and Destination mail address are correct. Check if the mail server is operating properly. Turn the power OFF and then back ON, and perform the job in error again.
2503	Destination mail address error (RFC: 503)	Check if the mail server is operating properly. Turn the power OFF and then back ON, and perform the job in error again. If the error still occurs, contact your service representative.
2504	HOST NAME error (RFC: 504)	Check if the mail server is operating properly. Turn the power OFF and then back ON, and perform the job in error again. If the error still occurs, contact your service representative.
2550	Destination mail address error (RFC: 550)	Check if the Destination mail address is correct. Check the status of mailbox access restriction, etc. on the mail server.
2551	Destination mail address error (RFC: 551)	Check the Destination mail address. Check if the mail server is operating properly.
2552	Terminal/Destination mail address error (RFC: 552)	Check if the Destination mail address is correct. Check the restriction of the capacity in the mailbox of the mail server.
2553	Terminal/Destination mail address error (RFC: 553)	Check if there is an illegal character in the mailbox in the mail server.

9

BLINKING GRAPHIC SYMBOLS

This chapter explains the graphic symbols blinking on the touch panel to notify you of the status of the equipment and the appropriate actions to be taken.

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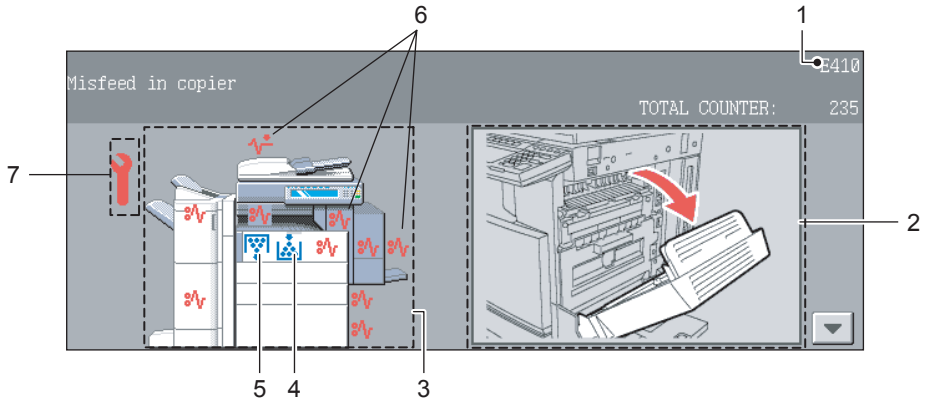
Misfeed in the Saddle Stitch Unit (optional) 323

Call Service Symbol 326

Blinking Graphic Symbols

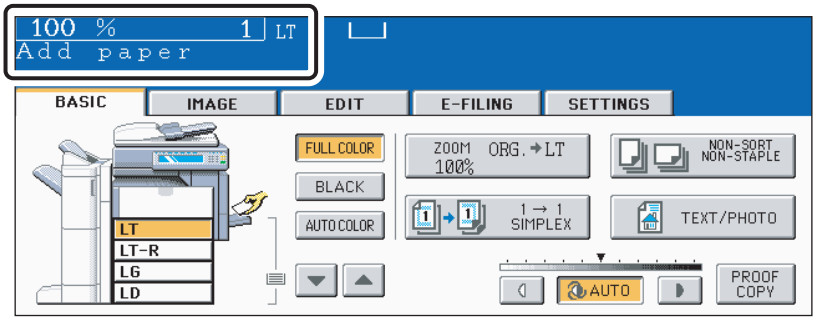


1. Error code
2. Guidance display area
3. Illustration of the equipment
4. Replace toner cartridge symbol (P.296 “Replace Toner Cartridge Symbol”)
5. Replace toner bag symbol (P.303 “Replace Toner Bag Symbol”)
6. Jam symbol (P.305 “Jam Symbols”)
7. Call service symbol (P.326 “Call Service Symbol”)

When one of the graphic symbols 4 to 7 blinks, take the appropriate action referring to the indicated pages.

Drawer Display on the Touch Panel

When the drawer runs out of paper, the drawer display on the touch panel starts blinking. Add paper to the drawer.



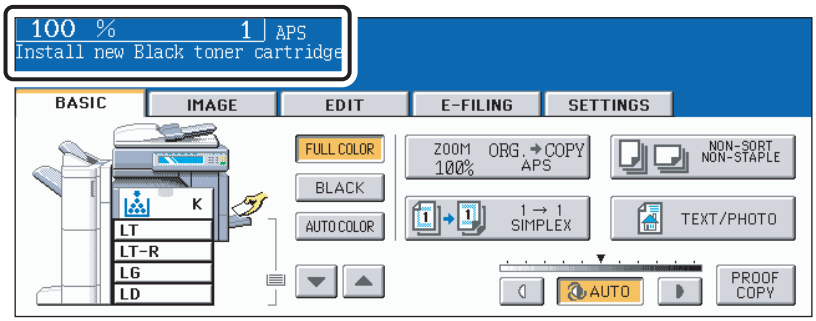
Replace Toner Cartridge Symbol

When the toner in the cartridge runs out, the Replace toner cartridge symbol blinks and the following message appears.
Up to approx. 50 copies can be made after the Replace Toner Cartridge Symbol starts blinking. (The maximum number of copies that can be made varies depending on the copying/printing conditions.)

When the black toner runs out:
“Install new Black toner cartridge” appears.

When the yellow, magenta or cyan toner runs out:
“Install new Yellow (Magenta or Cyan) toner cartridge” appears.

When more than one color of toner runs out:
The color is abbreviated to a letter of the alphabet in the message. (Black -> K, Yellow -> Y, Magenta -> M, Cyan -> C) The following message appears when yellow and magenta toners have run out at the same time:
“Install new Y M toner cartridge”



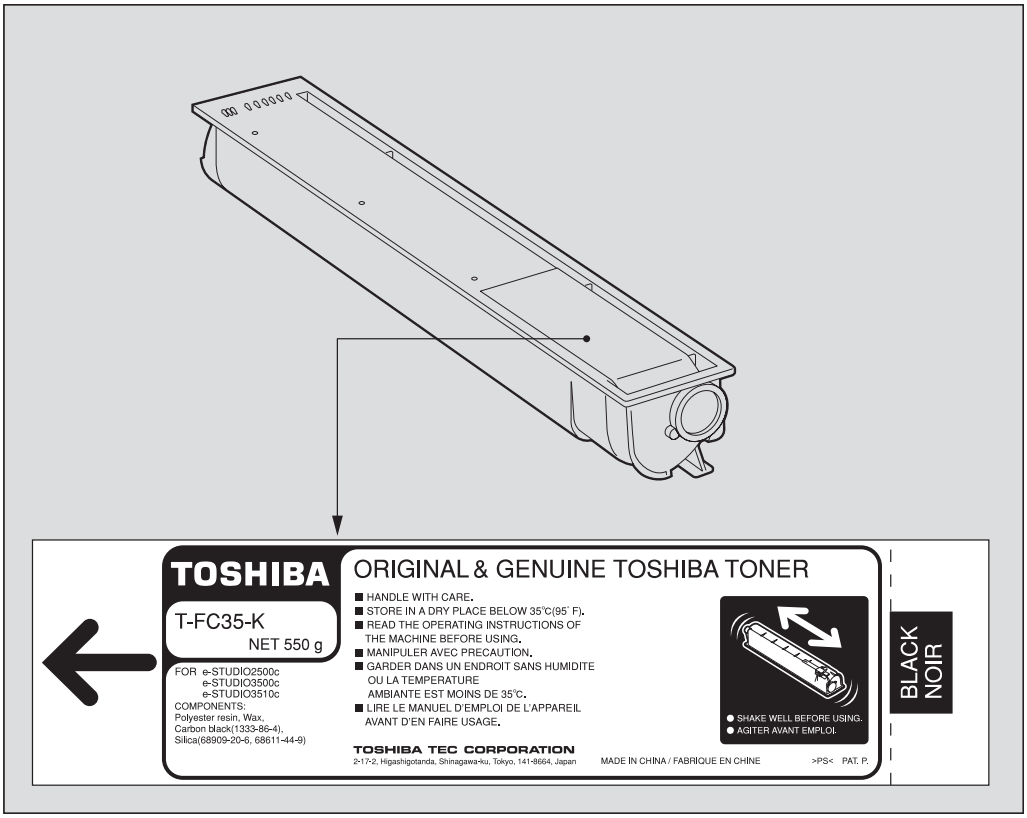
Caution

Never attempt to incinerate toner cartridges. Dispose of used toner cartridges and toner bags in accordance with local regulations.
To maintain fine image quality, perform cleaning for the slit glass and chargers following the procedure bellow.

Replacing the toner cartridge
↓
Cleaning the slit glasses
↓
Cleaning the chargers

Recommendation for original toner

At Toshiba we strive to provide you with the highest quality images. Please use genuine Toshiba toner to ensure that you continue to receive quality output that is environmentally safe.

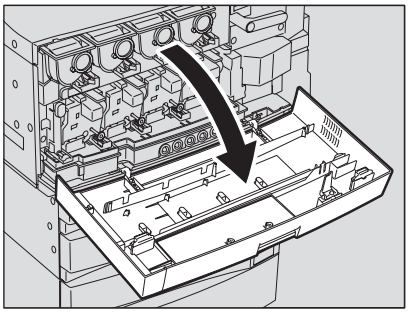


Replacing the toner cartridge

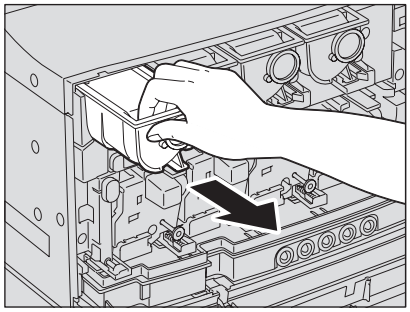
Tip

When you want to replace a cartridge before the Replace toner cartridge symbol blinks, see the User Functions Guide.

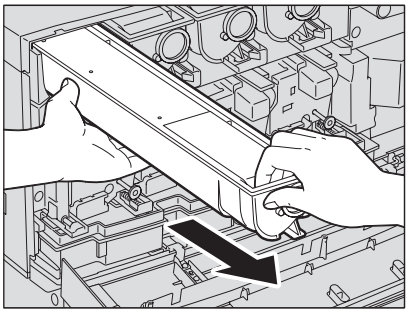
1 Open the front cover.



2 Put your fingers in the groove and slowly pull out the color toner cartridge to be replaced.



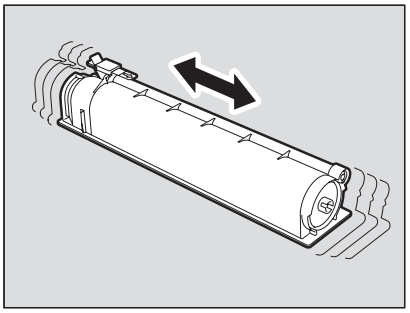
3 When the cartridge is pulled out more than halfway, pull it straight out while supporting it.



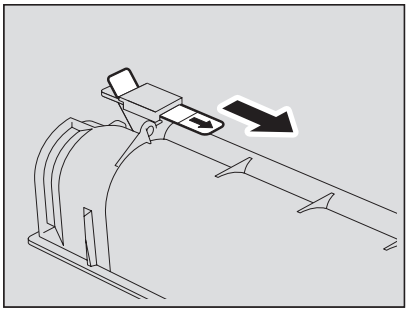
Caution

Never attempt to incinerate toner cartridges. Dispose of used toner cartridges and toner bags in accordance with local regulations.

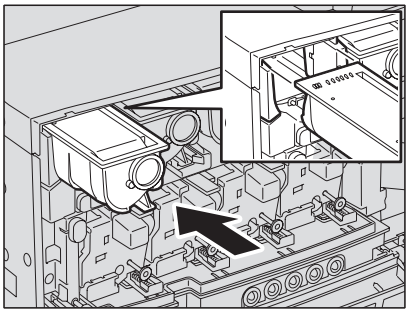
4 **Shake the new toner cartridge well to loosen the toner inside.**



5 **Pull out the seal in the direction of the arrow.**

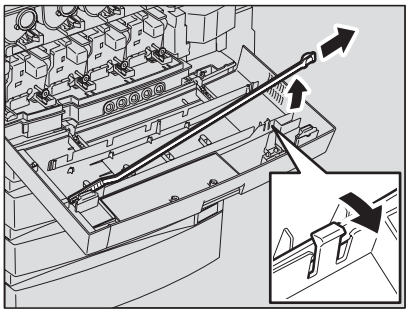


6 **Insert the new toner cartridge straight until it stops.**
Then clean the slit glasses.

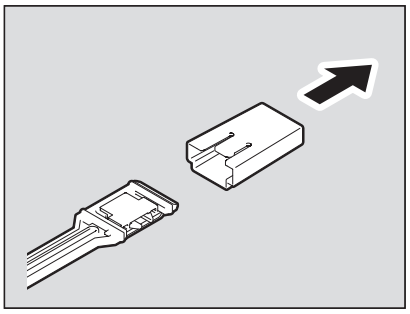


Cleaning the slit glasses

1 **The slit glass cleaner is placed inside the front cover. Press and release the latch of the holder to take out the slit glass cleaner.**

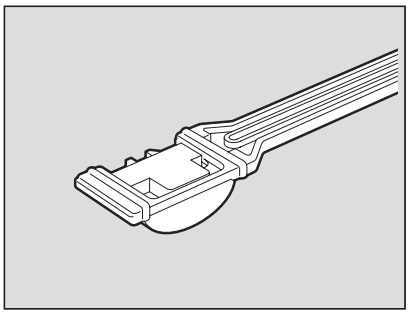


2 Remove the cap.

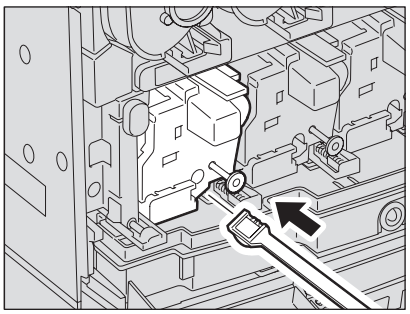


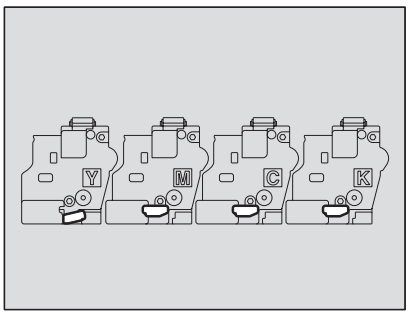
Notes

- Do not touch the slit glass cleaner pad, the toner on the pad may stick to your hands and the cleaner pad may become contaminated.
- Use the slit glass cleaner with its pad side facing down.

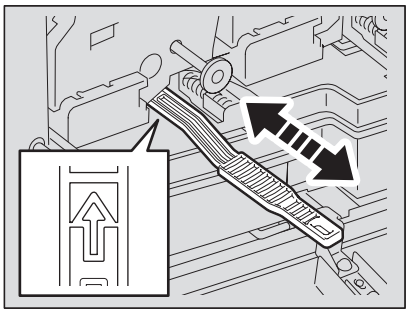


3 Insert the cleaner through the service hole under each developer to clean the slit glass.





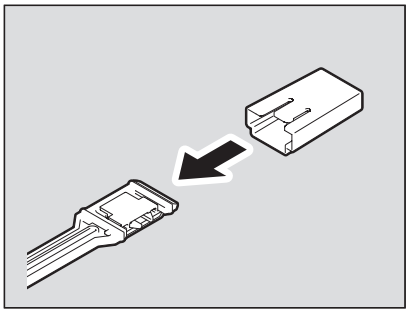
4 **Insert the cleaner all the way in, and then pull it out. Repeat this two or three times for each color.**



Tip

Insert the cleaner all the way in until the arrow mark on the cleaner is hidden.

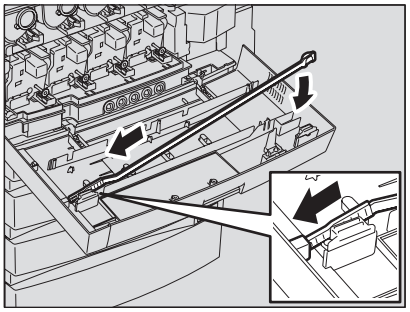
5 **Install the cap.**



Note

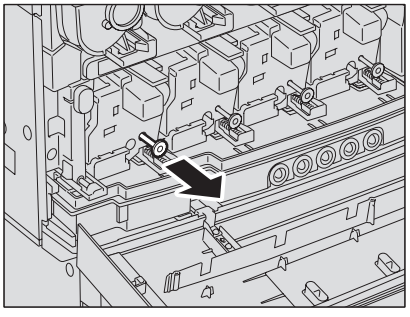
Do not touch the slit glass cleaner pad, the toner on the pad may stick to your hands and the cleaner pad may become contaminated.

6 **Attach the cleaner to the front cover. Check if the cleaner is securely held by the holder.**



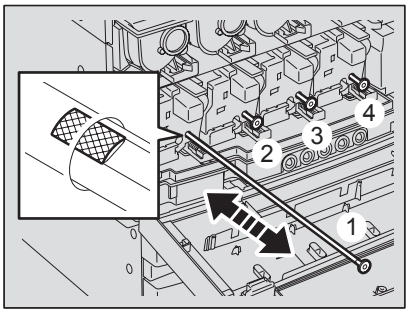
Cleaning the chargers

1 **Pull out the knob of the charger cleaner for yellow straight until the red mark appears.**

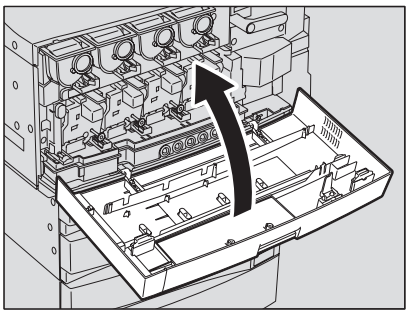


2 **Insert the charger cleaner straight until it stops.**

- Repeat steps 1 and 2 two or three times to clean the chargers.
- Clean all the chargers in the order of yellow, magenta, cyan and black.

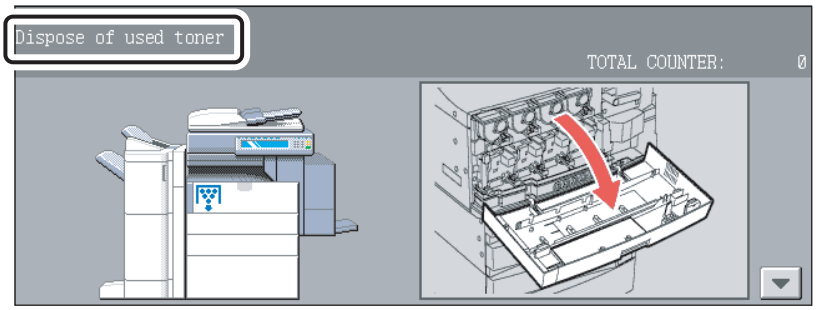


3 **Close the front cover. “Wait adding toner” appears. The equipment automatically starts supplying toner.**

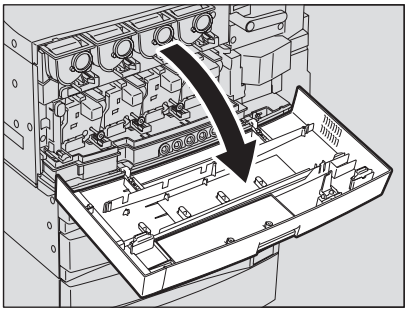


Replace Toner Bag Symbol

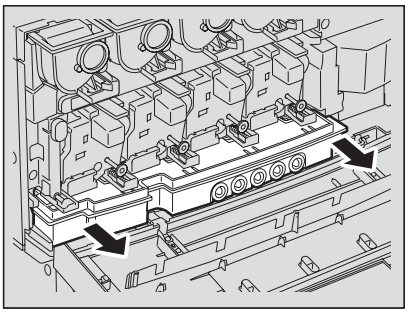
When the toner bag becomes full of used toner, the replace toner bag symbol blinks and “Dispose of used toner” appears.
Replace the toner bag following the procedure below.



1 Open the front cover.



2 Pull the toner bag out carefully.



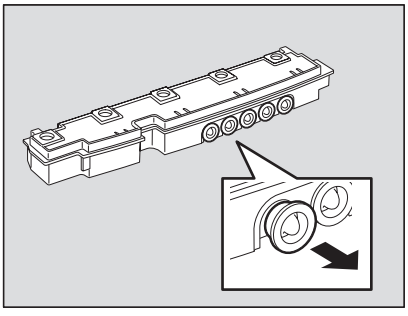
Note

Do not tilt the toner cartridge, or the toner may be spilled out.

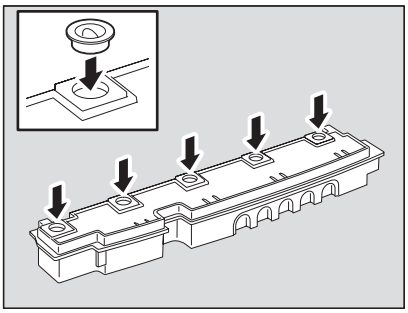
Caution

Never attempt to incinerate toner bags. Dispose of used toner cartridges and toner bags in accordance with local regulations.

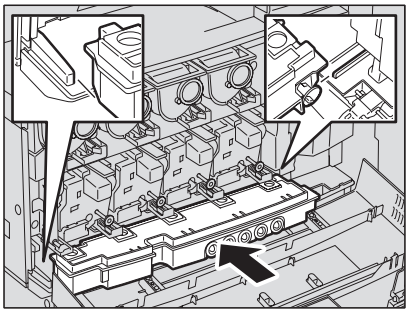
3 Remove lids from the side of the toner bag.



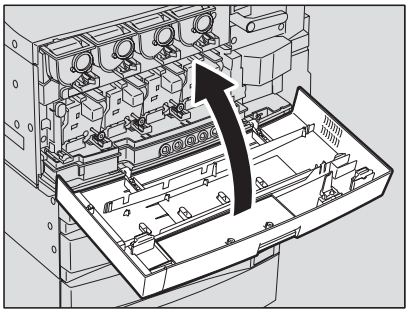
4 **Put the lid on the toner bag.**



5 **Set a new toner bag.**



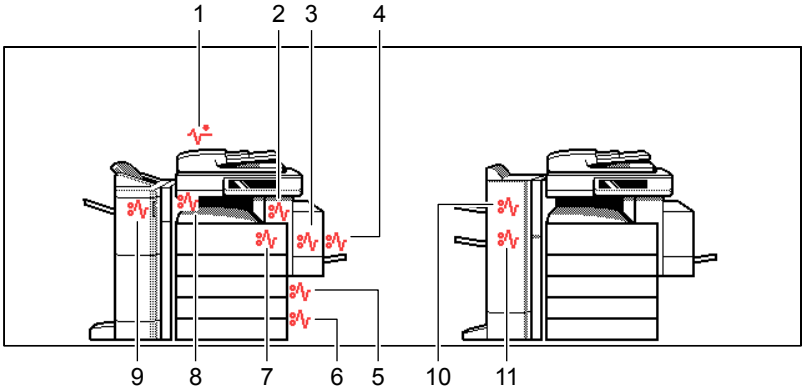
6 **Close the front cover.**



Jam Symbols

When a paper misfeed occurs in the equipment, the jam symbol blinks in the positions where the paper is misfed. Follow the guidance on the touch panel to remove the misfed paper properly.

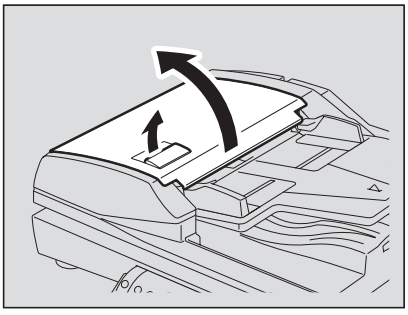
- The misfed paper may not be in the correct position as shown in the illustration depending on the timing of the misfeeding.



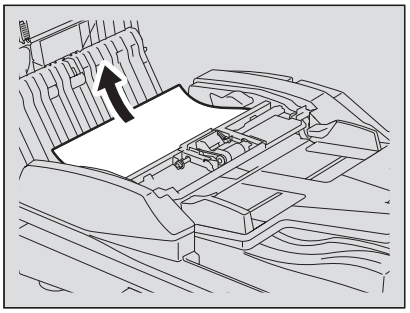
1. Reversing Automatic Document Feeder (optional) (P.305)
2. Fuser Unit (P.312)
3. Automatic Duplexing Unit (P.311)
4. Bypass tray (P.310)
5. Drawer feeding area (P.308)
6. Large Capacity Feeder or Paper Feed Pedestal (both optional) (P.309)
7. Jam releasing cover (P.311)
8. Bridge Unit (optional) (P.315)
9. Finisher and Hole Punch Unit (both optional: MJ-1101, MJ-6101) (P.316)
10. Finisher and Hole Punch Unit (both optional: MJ-1030, MJ-6004) (P.321)
11. Saddle Stitch Unit of Saddle Stitch Finisher (optional) (P.323)

Misfeed in the Reversing Automatic Document Feeder (optional)

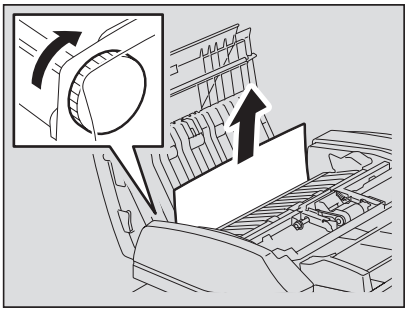
1 Raise the lever, and then open the upper cover.



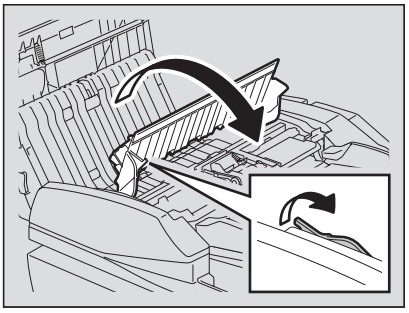
2 **Remove any misfed originals.**



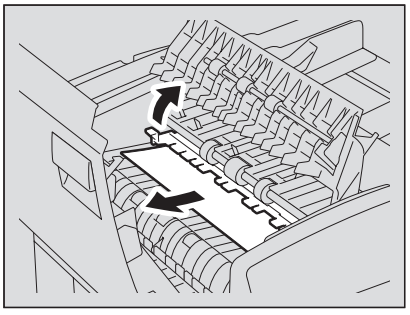
3 **Turn the dial to remove the misfed original.**



4 **Open the transport guide.**

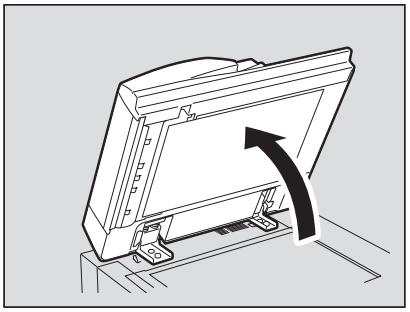


5 **Raise the guide plate under the transport guide, and then remove the original under the guide plate.**

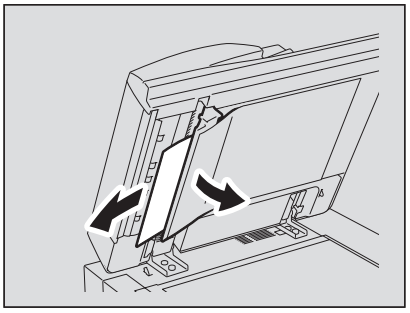


6 **Close the transport guide, and then the upper cover.**

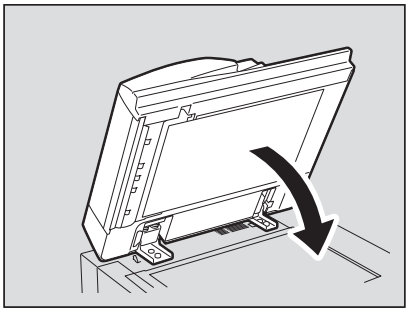
7 **Open the Reversing Automatic Document Feeder.**



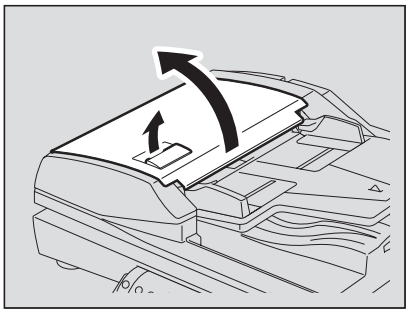
8 **Open the reverse cover, and then remove the original.**



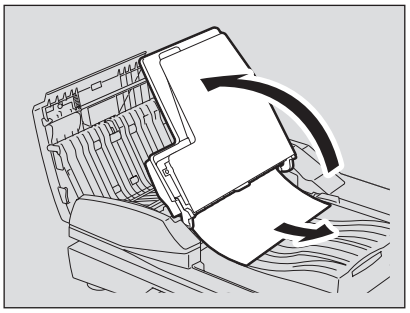
9 **Close the Reversing Automatic Document Feeder.**



10 **Raise the lever, and then open the upper cover.**

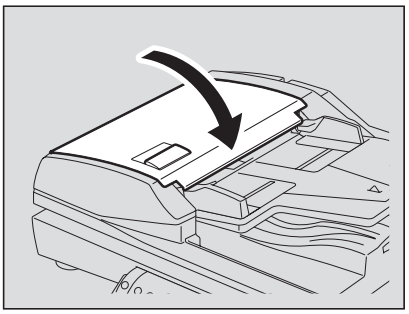


11 **Raise the original feeding tray, and then remove the original under the tray.**



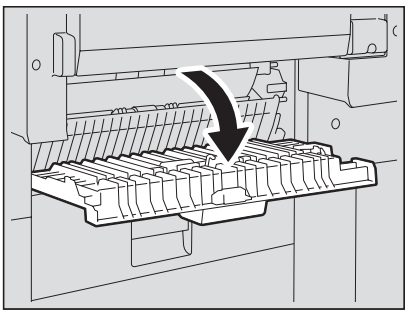
12 **Lower the original feeding tray.**

13 **Close the upper cover.**

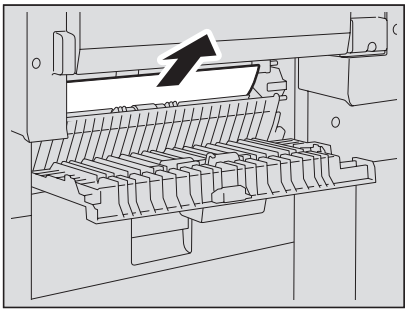


Misfeed in drawer feeding area

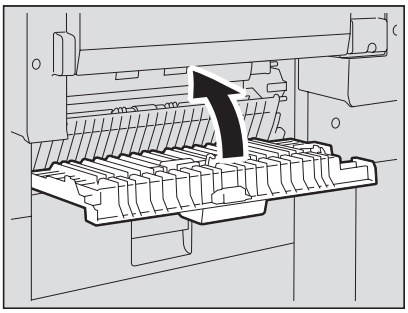
1 **Open the cover.**



2 **Remove any misfed paper.**

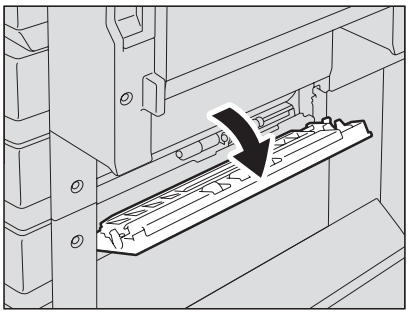


3 **Close the cover.**

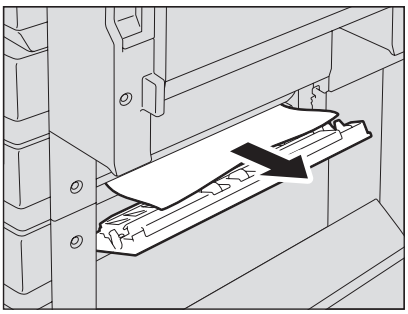


Misfeed in the Large Capacity Feeder (optional)

1 **Open the cover of the Large Capacity Feeder.**



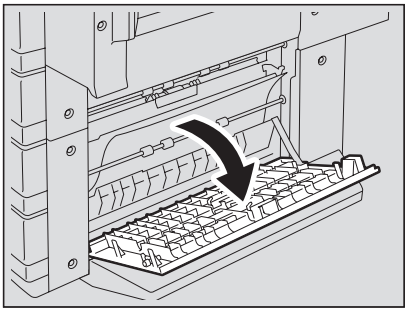
2 **Remove any misfed paper.**



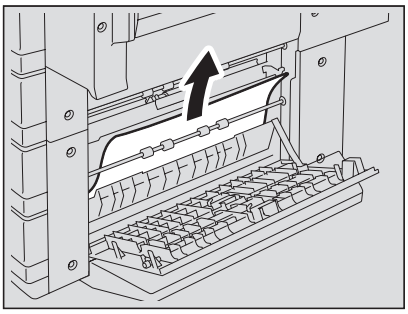
3 **Close the cover.**

Misfeed in the Paper Feed Pedestal (optional)

1 **Open the cover of the Paper Feed Pedestal remove any misfed paper.**



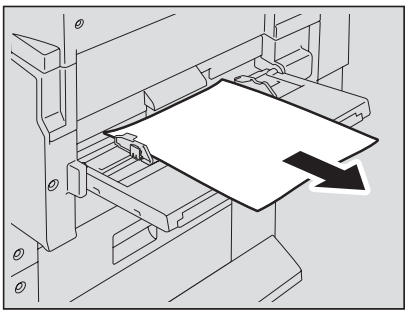
2 **Remove any misfed paper.**



3 **Close the cover.**

Misfeed on the bypass tray

1 **Pull out misfed paper on the bypass tray.**

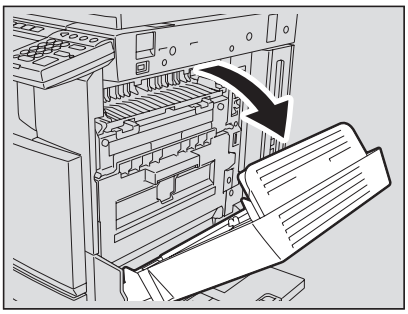


Misfeed in the automatic duplexing unit

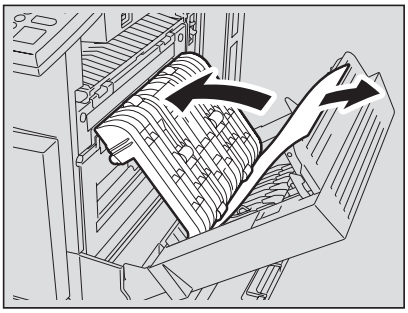
Caution

- Be careful not to let your fingers be caught between the equipment and the automatic duplexing unit. This could injure you.
- Do not touch the metal portion of a guide plate as it could burn you.

1 Open the automatic duplexing unit.



2 Lift the paper guide as indicated by the arrow and remove any misfed paper.

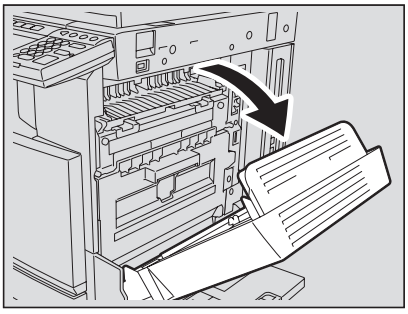


3 Lower the paper guide and return the automatic duplexing unit to the original position.

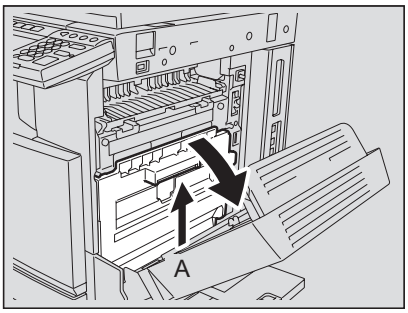
Be sure to close both sides of the automatic duplexing unit firmly.

Misfeed in the jam releasing cover

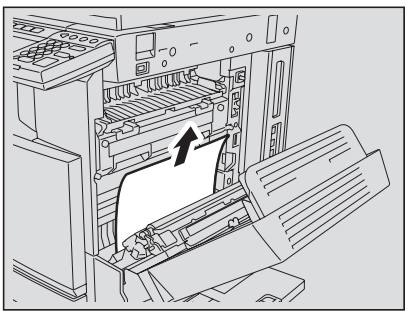
1 Open the automatic duplexing unit.



2 Put your fingers into A, push it up to release the lock and open the jam releasing cover.



3 Rotate the green knob as indicated by the arrow toward the inside and remove any misfed paper.



4 Return the jam releasing cover, the automatic duplexing unit to the original positions.

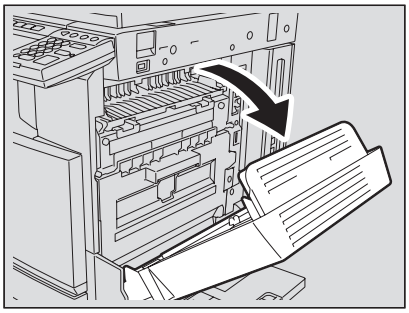
Be sure to close both sides of the jam releasing cover and the automatic duplexing unit firmly.

Misfeed in the fuser unit

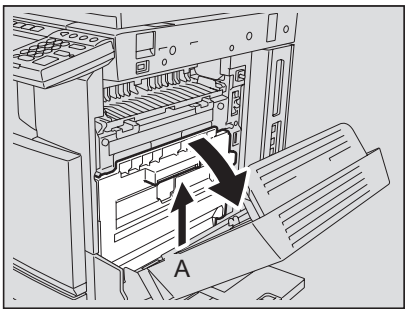
Caution

Do not touch the fuser unit or the metal area around it. Since they are very hot, you could be burned or the shock could cause an injury to your hand.

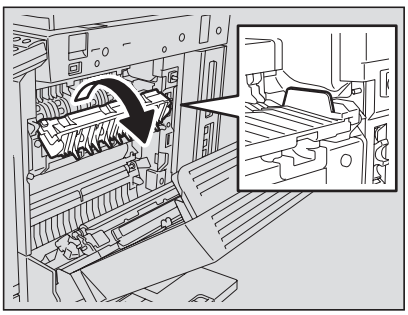
1 Open the Automatic duplexing unit.



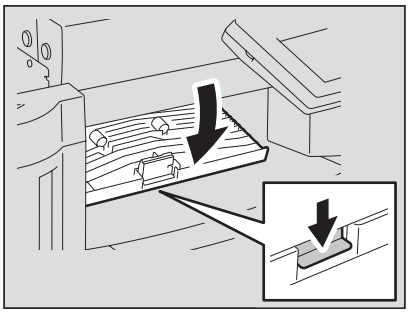
2 **Open the jam releasing cover.**



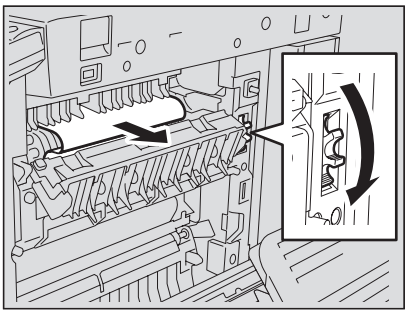
3 **Holding the green knob, open the transport guide. If no misfed paper can be found on the exit side, perform step 8 and subsequent steps in Tip.**



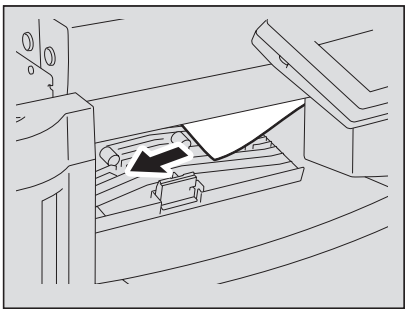
4 **Open the cover of the Bridge Unit (optional). When the Finisher (optional) is not installed, skip this step.**



5 **Rotate the green dial downward as indicated by the arrow to move the paper to the exit side.**

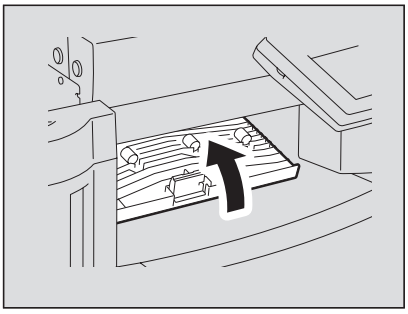


6 **Remove any misfed paper from the receiving tray or the Bridge Unit (optional).**

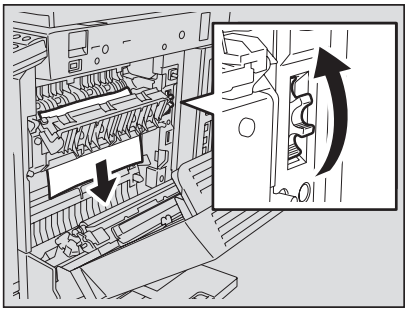


7 **Close the cover of the Bridge Unit (optional). Skip this step if the Finisher (optional) is not installed.**

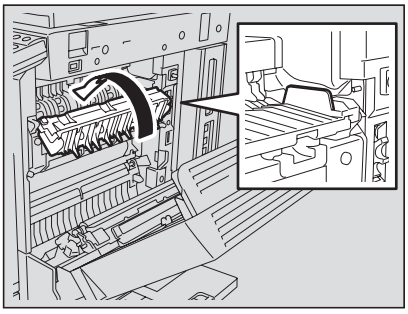
If no misfed paper can be found on the exit side, perform step 8.



8 **Rotate the green dial upward as indicated by the arrow to move the paper down.**



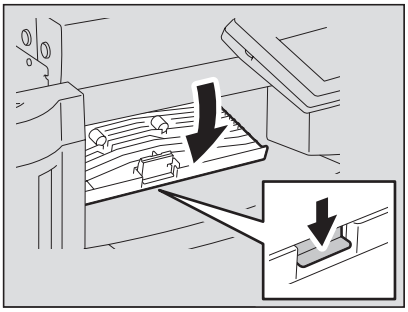
9 **Holding the green knob, close the transport guide.**



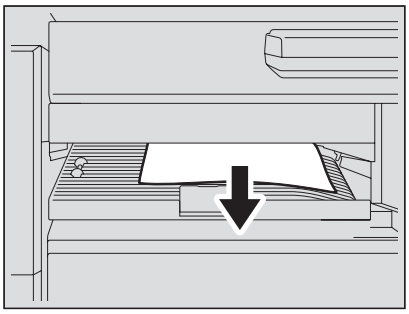
10 **Close the jam releasing cover and the Automatic duplexing unit. Be sure to close both sides of the Automatic duplexing unit.**

Misfeed in the Bridge Unit (optional)

1 **Holding the cover handle of the Bridge Unit, open the cover.**

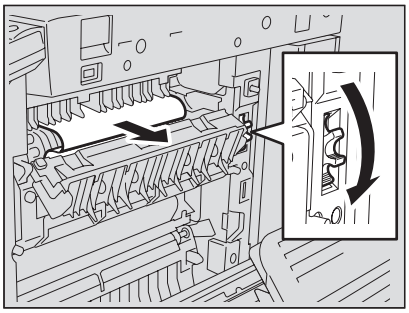


2 **Remove any misfed paper that is inside the Bridge Unit.**



Tip

When the misfed paper cannot be removed because the right side of the paper is caught by the fuser unit, follow steps on P.312 “Misfeed in the fuser unit”.

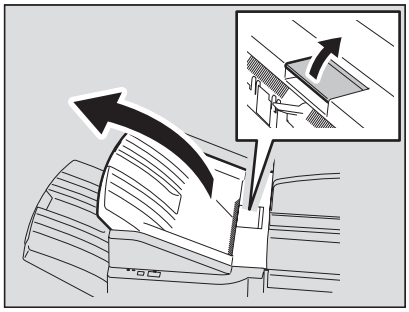


3 **Close the Bridge unit cover.**

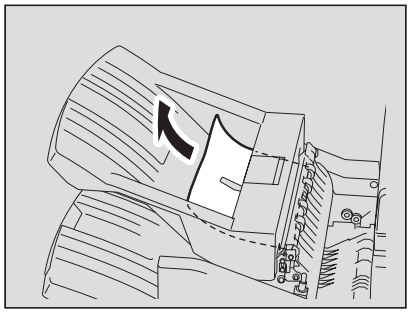
Misfeed in the Finisher and the Hole Punch Unit (optional: MJ-1101, MJ-6101)

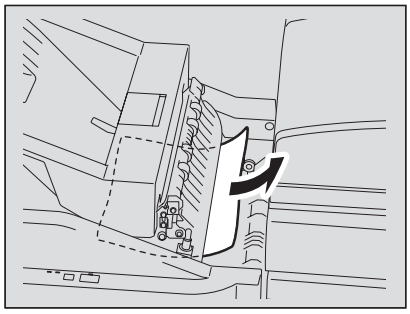
A paper misfeed at the upper tray

1 **Raise the lever, and then open the upper tray.**



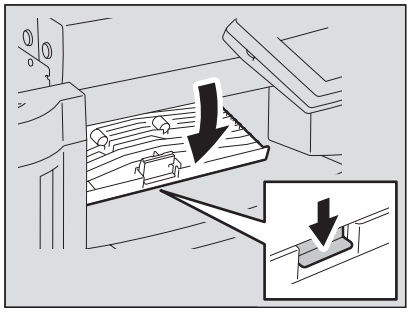
2 **Remove any misfed paper.**



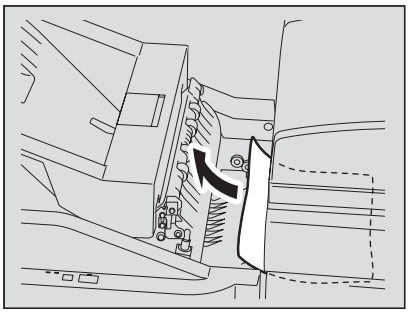


3 **Holding the cover handle of the Bridge Unit, open the cover.**

When the Hole Punch Unit (optional: MJ-6101) is installed, proceed to step 5.

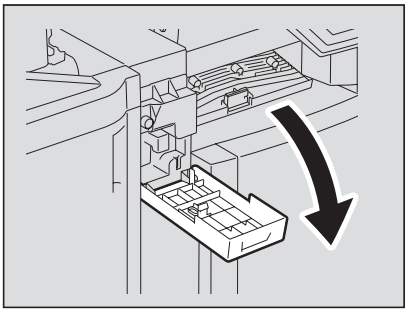


4 **Remove any misfed paper.**
Proceed to step 8.

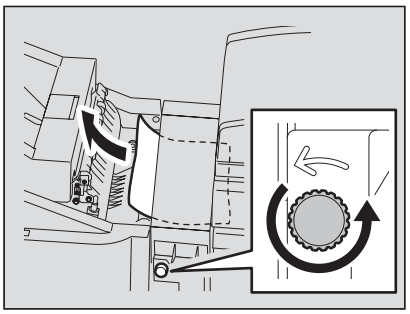


When installing the Hole Punch Unit (optional: MJ-6101)

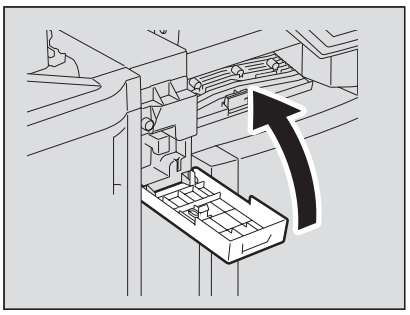
5 **Open the cover of the Hole Punch Unit.**



6 **Turn the knob counterclockwise to remove any misfed paper.**



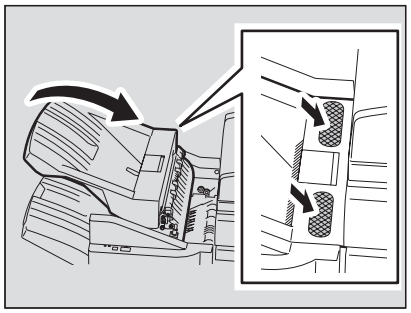
7 **Close the cover of the Hole Punch Unit.**



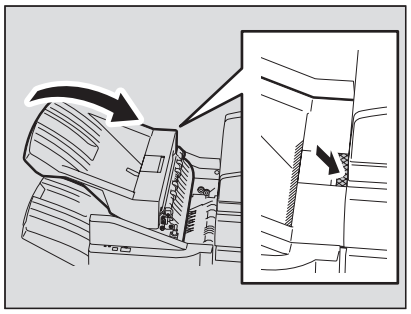
8 Close the cover of the Bridge Unit.

9 Close the upper tray.

Place both hands at the shaded area of the upper tray, and then push and close the upper tray until it locks.

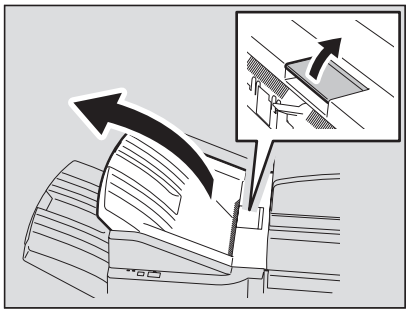


The upper tray can be closed by pressing the right side of the latch.

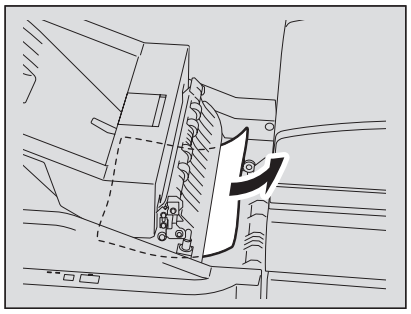


A paper misfeed at the lower tray

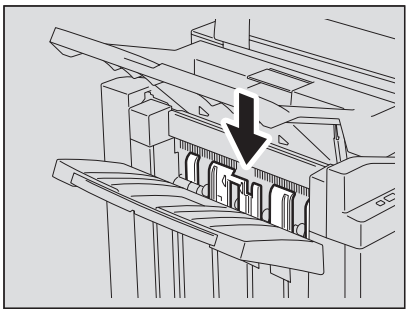
1 Raise the lever, and then open the upper tray.



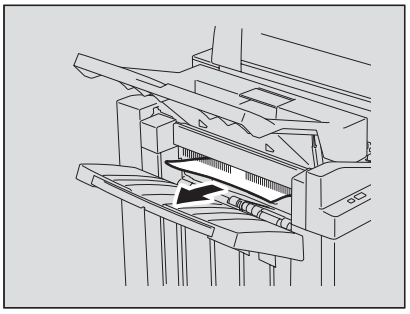
2 Remove any misfed paper.



3 **Lower the shutter of the paper exit.**

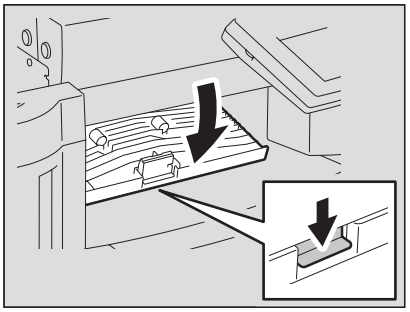


4 **Remove any misfed paper.**



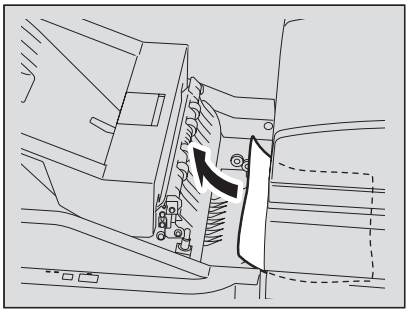
5 **Holding the cover handle of the Bridge Unit, open the cover.**

When the Hole Punch Unit (optional: MJ-6101) is installed, proceed to step 7.



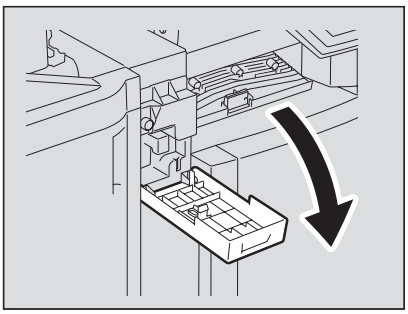
6 **Remove any misfed paper.**

Proceed to step 10.

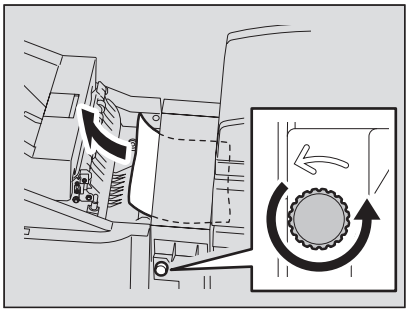


When installing the Hole Punch Unit (optional: MJ-6101)

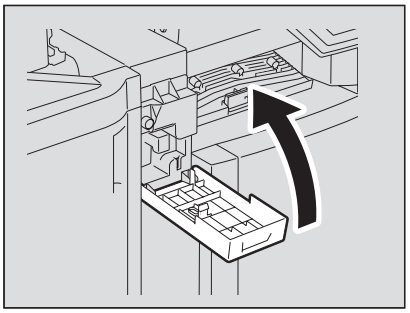
7 **Open the cover of the Hole Punch Unit.**



8 **Turn the knob counterclockwise to remove any misfed paper.**



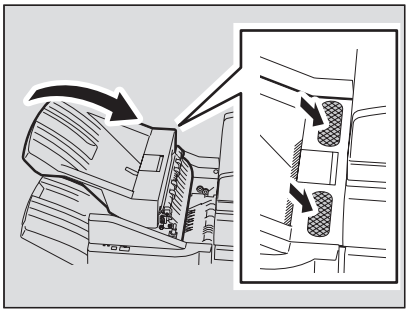
9 **Close the cover of the Hole Punch Unit.**



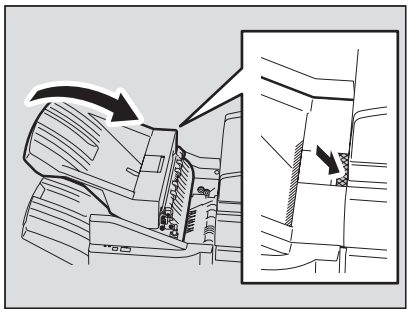
10 **Close the cover of the Bridge Unit.**

11 **Close the upper tray.**

Place both hands at the shaded area of the upper tray, and then push and close the upper tray until it locks.



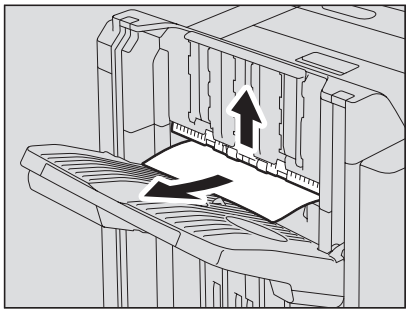
The upper tray can be closed by pressing the right side of the latch.



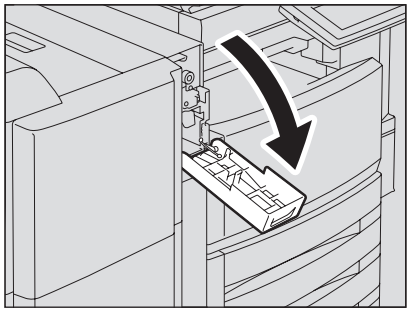
Misfeed in the Saddle Stitch Finisher and the Hole Punch Unit (optional: MJ-1030, MJ-6004)

1 Hold up the guide and remove any misfed paper in the paper exit area.

When the Hole Punch Unit (optional: MJ-6004) is installed, proceed to step 2. If not installed, proceed to step 6.

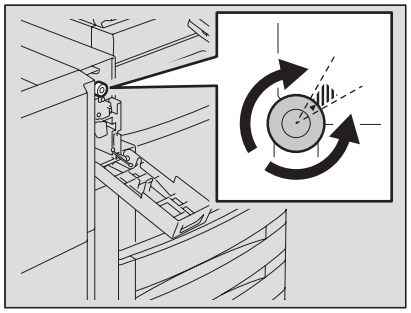


2 Open the front cover of the Hole Punch Unit.

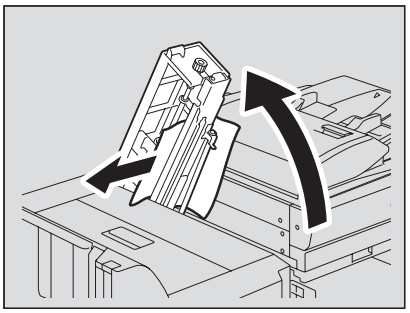


3 Turn the green knob to locate the triangle mark within the area indicated on the label.

Under this condition, the punchers are up.

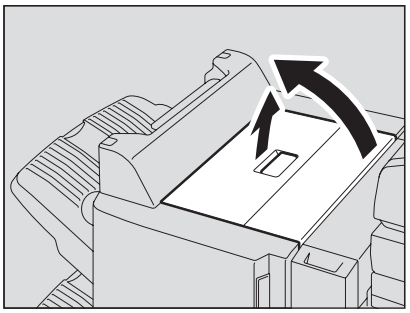


4 **Raise the Hole Punch Unit, and remove any misfed paper.**

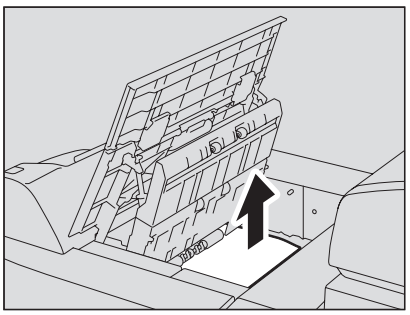


5 **Return the Hole Punch Unit to the original position and close the front cover.**

6 **Open the upper cover of the Finisher until it locks.**



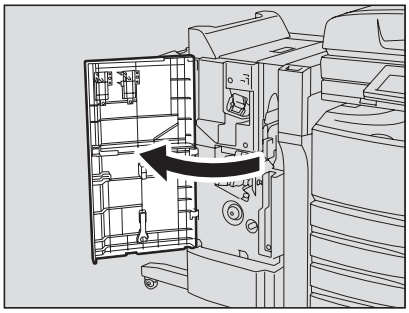
7 **Remove any misfed paper.**



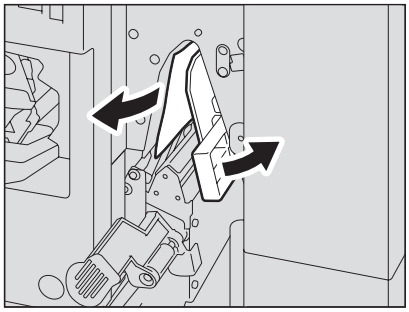
8 **Close the upper cover.**

Misfeed in the Saddle Stitch Unit (optional)

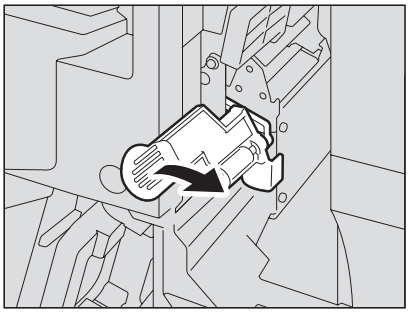
1 **Open the front cover of the Saddle Stitch Finisher.**



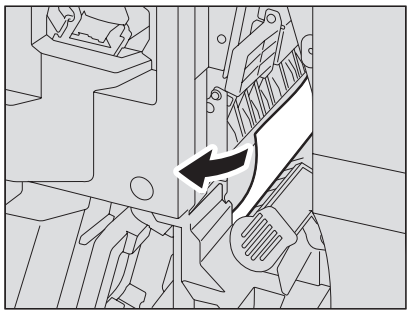
2 **Slide the green handle toward the right and remove the misfed paper.**



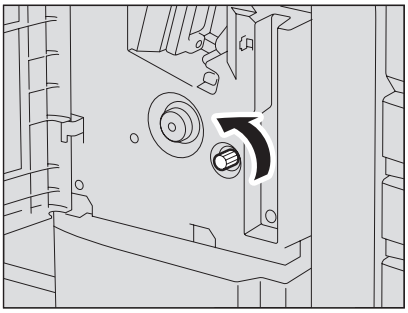
3 **Move the green handle to the right-hand side.**



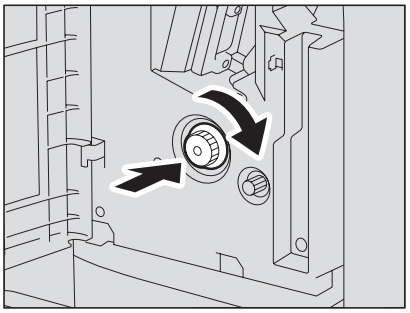
4 **Remove any misfed paper and return the handle to its original position.**



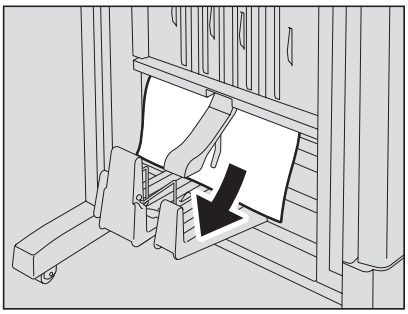
5 **Turn the right-hand knob counterclockwise.**



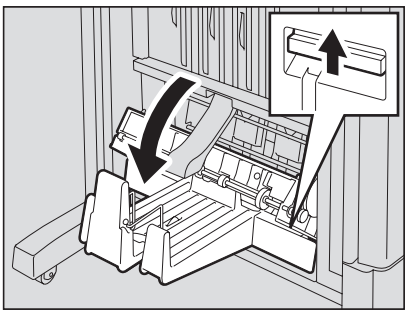
6 **Turn the left-hand knob clockwise while you are pushing it.**



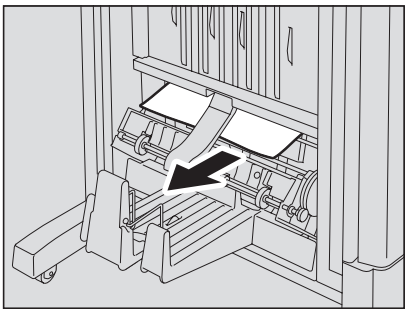
7 **Remove any misfed paper on the exit side of the Saddle Stitch Unit.**



8 **Raise the lever and open the exit cover of the Saddle Stitch Unit.**

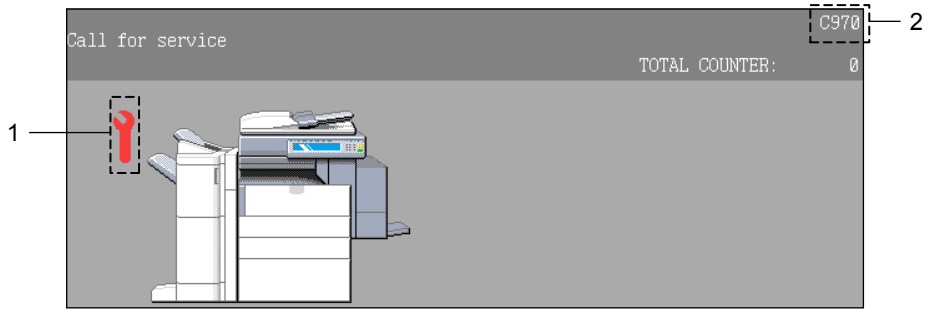


9 **Remove any misfed paper.**



10 **Close the exit cover and the front cover.**

Call Service Symbol



1. Call service symbol
2. Error code

Warning

Never attempt to repair, disassemble or modify the equipment by yourself. You could cause a fire or get an electric shock.

Always contact your service representative for maintenance or repair of the internal parts of the equipment.
When the call service symbol blinks and “Misfeed in copier Press HELP” appears, output is no longer possible. Contact your service representative with the information of the displayed error code.

10

WHEN THIS MESSAGE APPEARS

This chapter explains the various messages displayed on the touch panel and the appropriate actions to be taken.

“Toner near Empty” 329

“Time for Slit glass and Main charger cleaning” 332
Cleaning the slit glass 332
Cleaning the chargers 335

“Check staple cartridge” 336
Finisher (optional: MJ-1101) 336
Finisher (optional: MJ-1030) 338

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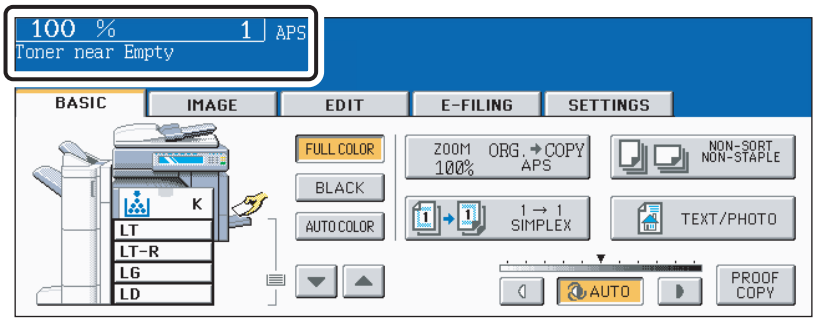
“Reboot the machine” 365

“Toner near Empty”



This message appears when toner in any of the toner cartridges has become little. Up to approx. 4000 copies can be made after it has appeared. The icon of the color of the corresponding toner cartridge is lit in the equipment status indication area. Prepare a new cartridge accordingly.

K: Black
Y: Yellow
M: Magenta
C: Cyan

Note

There is still a little toner remaining in the toner cartridge while this message is being shown. Replace the toner cartridge with a new one when it has become completely empty.

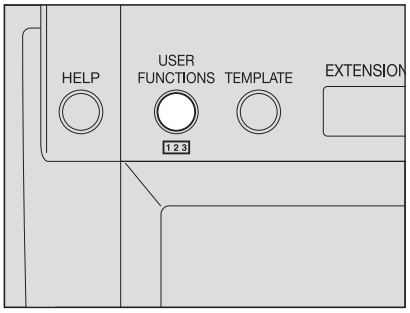
- When any of the toner cartridges has become completely empty, “Install new Black toner cartridge” or “Install new Yellow (Magenta or Cyan) toner cartridge” appears, and the icon of the color of the corresponding toner cartridge blinks.
  P.296 “Replace Toner Cartridge Symbol”

If you have replaced the toner cartridge while “Toner near Empty” is being shown, reset the counter value after the replacement by following the procedure below.

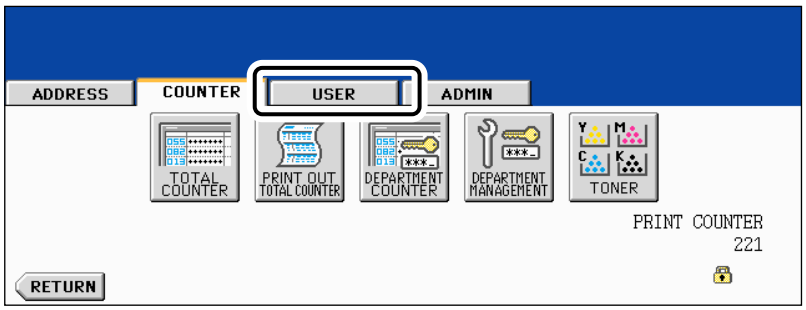
Note

If you do not reset the counter value in this step, the next “Toner near Empty” message may not appear at a proper timing.

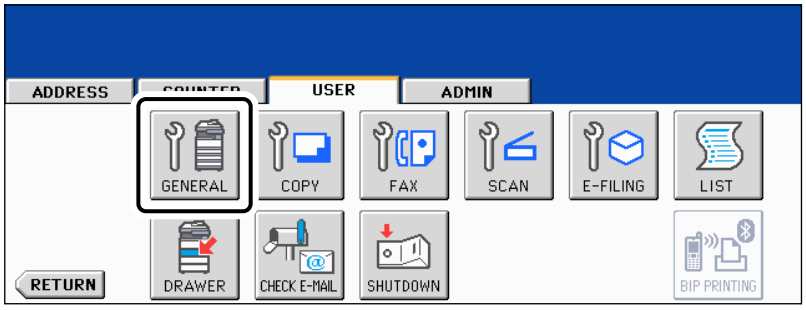
1 Press the [USER FUNCTIONS] button.



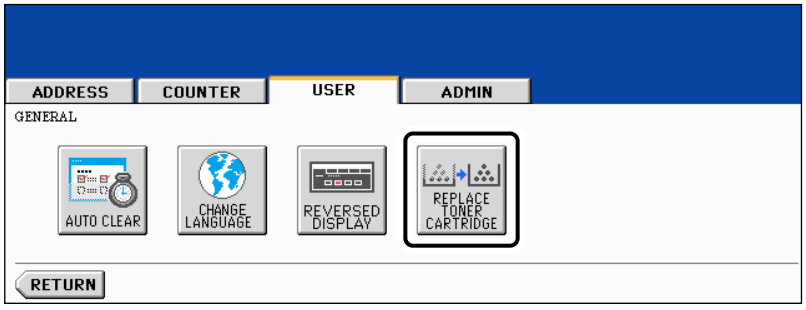
2 **Press the [USER] button.**



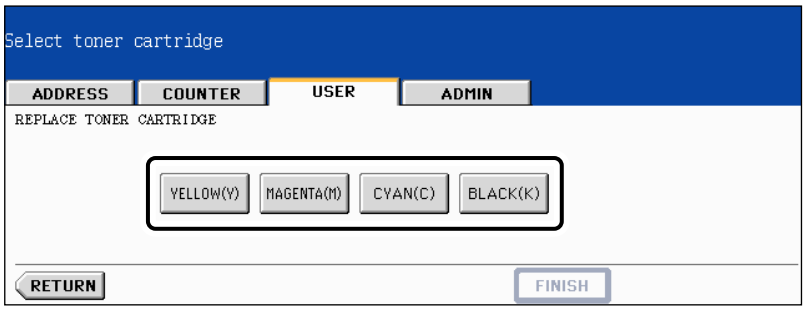
3 **Press the [GENERAL] button.**



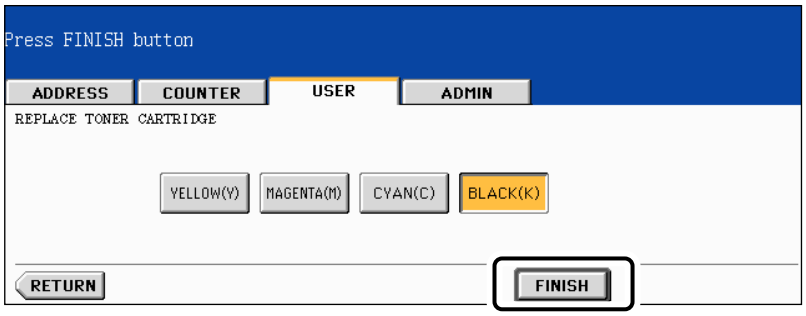
4 **Press the [REPLACE TONER CARTRIDGE] button.**



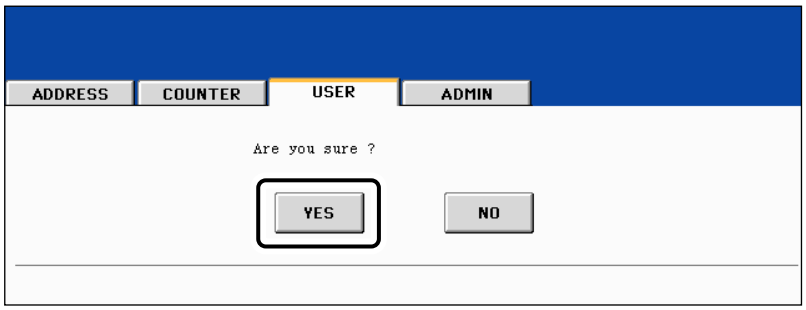
5 **Press the button for the color of the toner cartridge which you have replaced.**



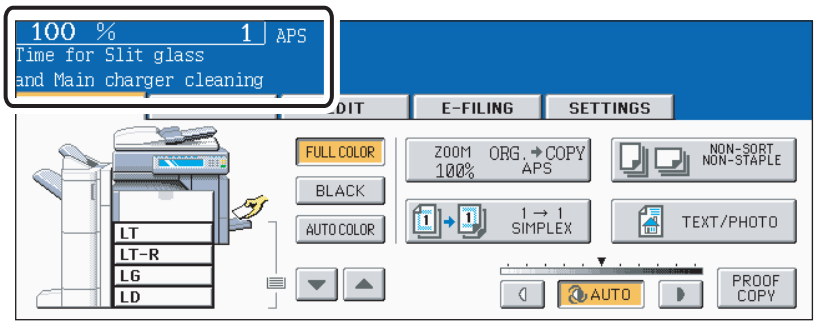
6 **Press the [FINISH] button.**



7 **Press the [YES] button.**



“Time for Slit glass and Main charger cleaning”

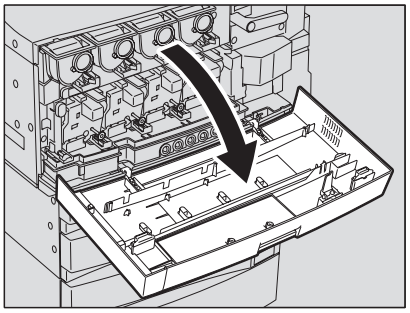


This message appears when the slit glass and the main charger require cleaning. When it appears, follow the steps below to clean the slit glasses and the chargers.
Also clean the slit glasses and the chargers when the toner cartridge is replaced with a new one.

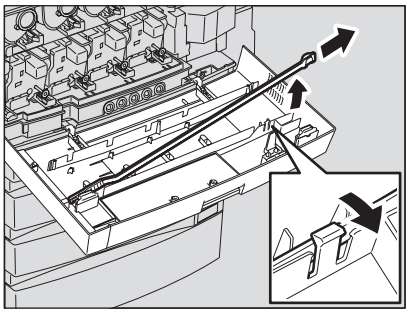
Cleaning the slit glass

Toner adhering on the surface of the slit glass will reduce the image quality. Follow the procedure bellow to clean the slit glass.

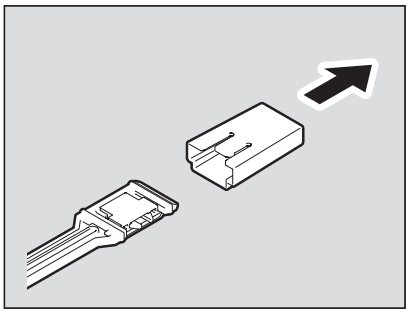
1 **Open the front cover.**



2 **The slit glass cleaner is placed inside the front cover. Press and release the latch of the holder to take out the slit glass cleaner.**

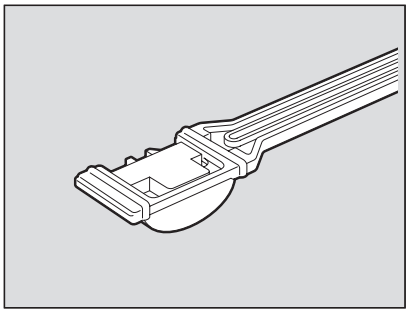


3 Remove the cap.

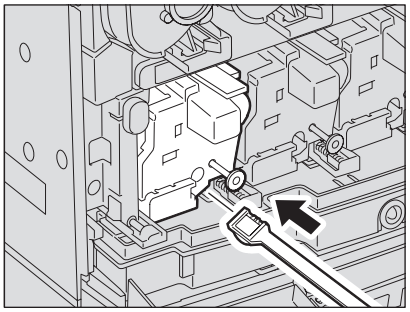


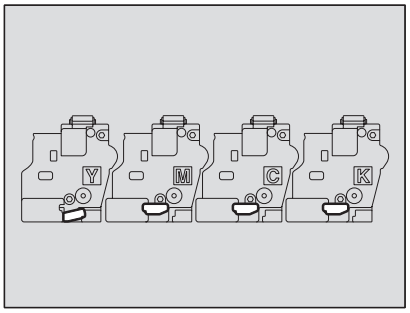
Notes

- Do not touch the slit glass cleaner pad, the toner on the pad may stick to your hands and the cleaner pad may become contaminated.
- Use the slit glass cleaner with its pad side facing down.

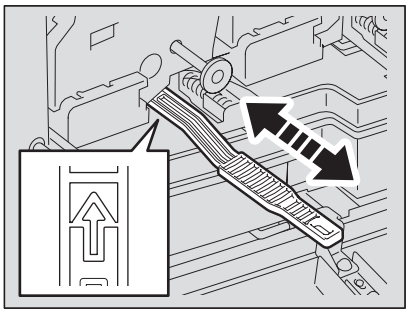


4 Insert the cleaner through the service hole under each developer to clean the slit glass.





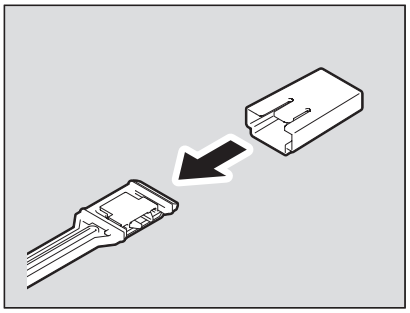
5 **Insert the cleaner all the way in, and then pull it out. Repeat this two or three times for each color.**



Tip

Insert the cleaner all the way in until the arrow mark on the cleaner is hidden.

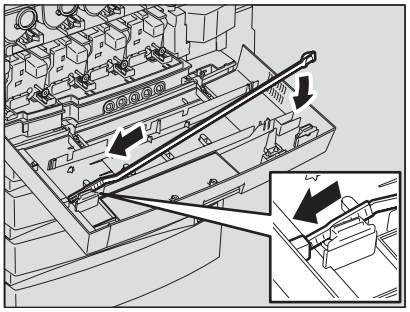
6 **Install the cap.**



Note

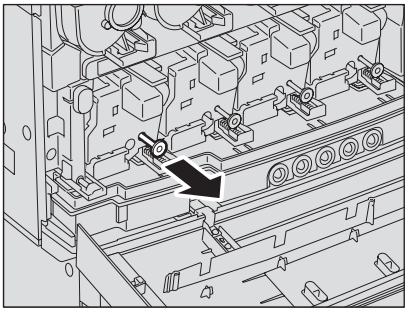
Do not touch the slit glass cleaner pad, the toner on the pad may stick to your hands and the cleaner pad may become contaminated.

7 **Attach the cleaner to the front cover. Check if the cleaner is securely held by the holder.**



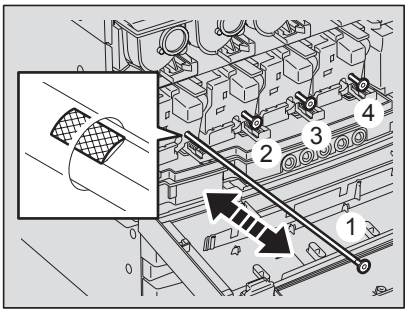
Cleaning the chargers

1 **Pull out the knob of the charger cleaner for yellow straight until the red mark appears.**

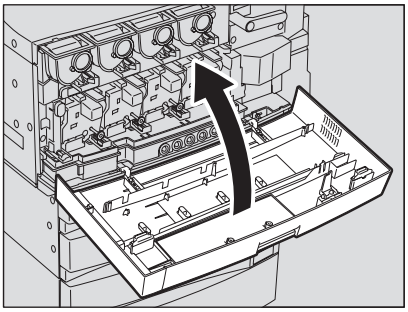


2 **Insert the charger cleaner straight until it stops.**

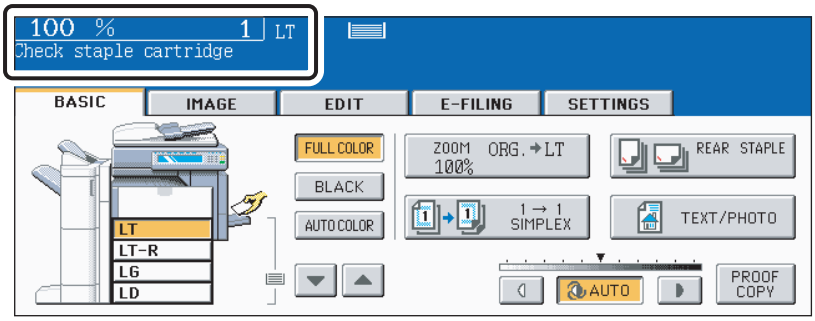
- Repeat steps 1 and 2 two or three times to clean the chargers.
- Clean all the chargers in the order of yellow, magenta, cyan and black.



3 **Close the front cover.**



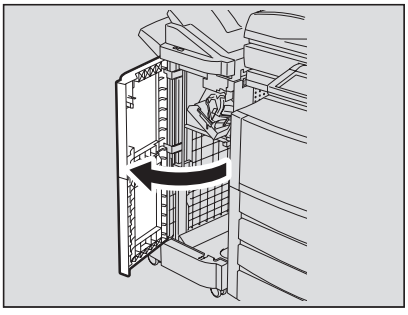
“Check staple cartridge”



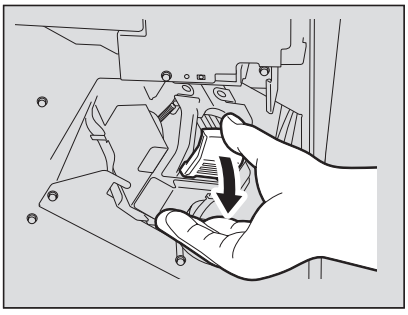
This message will be shown only if the finisher (optional) is installed. When the staples in the stapler of the finisher run out, this message appears.
Add staples to the cartridge according to the following procedure.

Finisher (optional: MJ-1101)

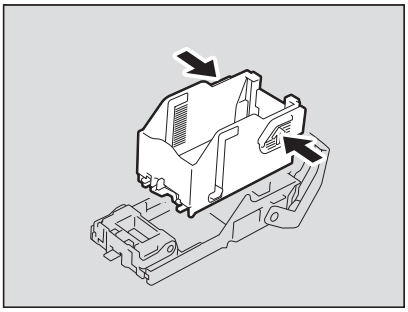
1 **Open the front cover of the finisher.**



2 **Take off the staple cartridge.**

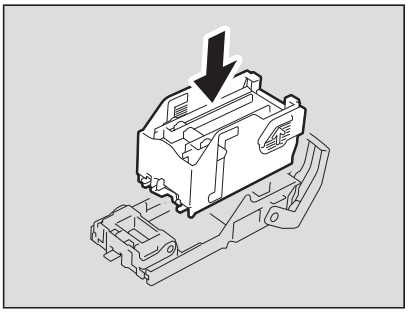


3 Take the empty staple case out of the staple cartridge.



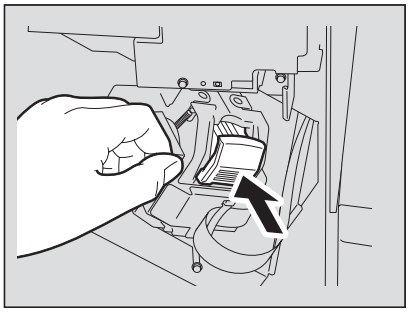
4 Install a new staple case into the staple cartridge.

Insert the new case into the cartridge until you hear a click sound.



5 Install the staple cartridge onto the stapler.

- When installing the staple cartridge, hold the mint-green color label portion of the bracket securely so that it will not move.
- Insert the cartridge until it is caught by the latch and fixed with a click sound.



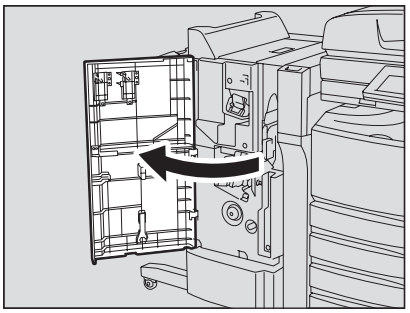
6 Close the front cover of finisher.

Note

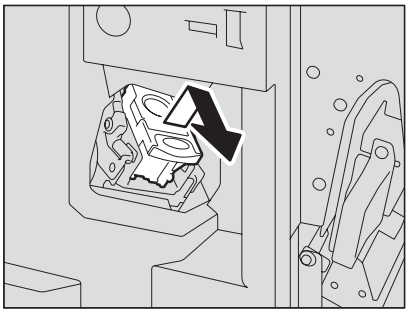
If “Check staple cartridge” remains, repeat the above procedure from steps 1 to 6.

Finisher (optional: MJ-1030)

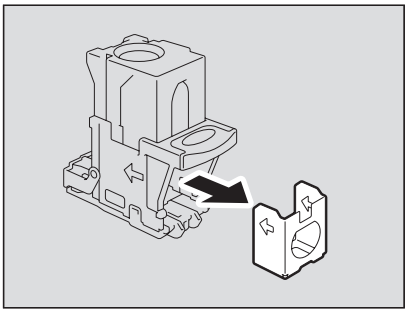
1 **Open the front cover of the finisher.**



2 **Take off the staple cartridge.**

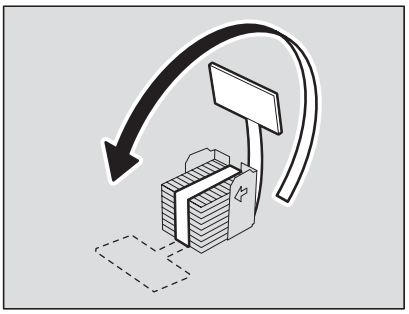


3 **Take the empty staple case out of the staple cartridge.**



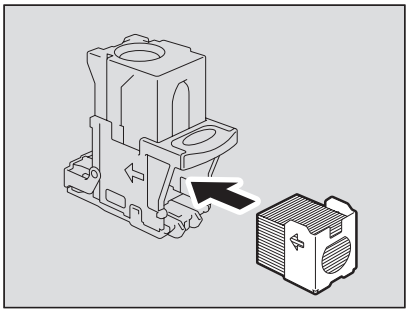
4 **Remove the seal bundling the staples.**

Be careful that the staples are not misaligned.



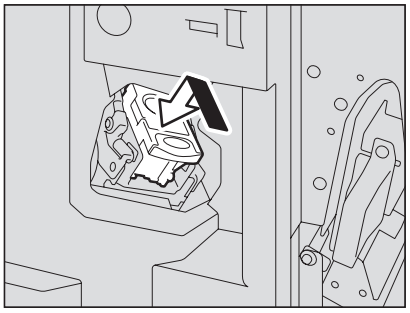
5 Install a new staple case into the staple cartridge.

Insert the new case into the cartridge until you hear a click sound.



6 Install the staple cartridge onto the stapler.

Insert the cartridge until it is caught by the latch and fixed with a click sound.

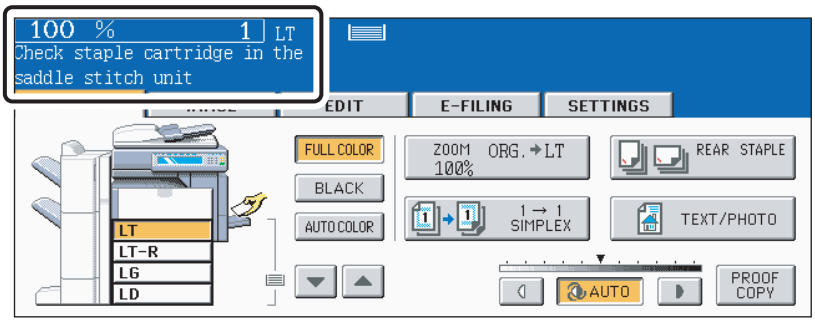


7 Close the front cover of finisher.

Note

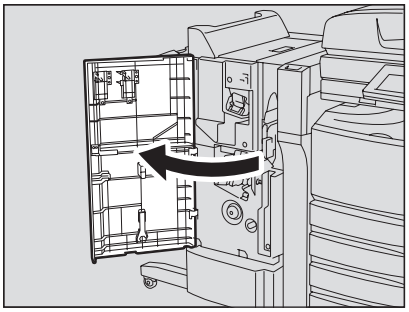
If “Check staple cartridge” remains, repeat the above procedure from steps 1 to 7.

“Check staple cartridge in the Saddle Stitch Unit”

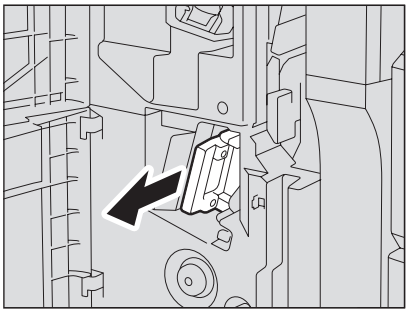


This message will be shown only if the Saddle Stitch Finisher (optional) is installed. When the staples in the stapler of the Saddle Stitch Finisher run out, this message appears.
Replace the staple cartridge according to the following procedure.

1 **Open the front cover of the finisher.**

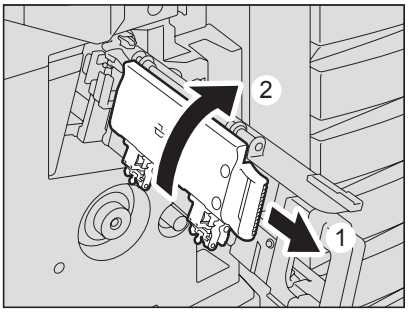


2 **Slide the Saddle Stitch Unit carefully toward the front.**



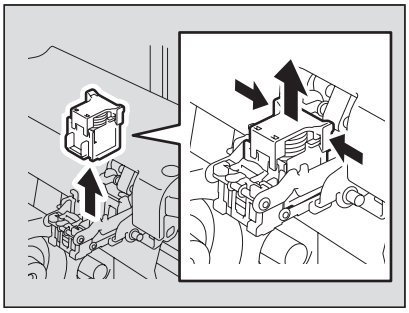
3 **Pull the handle of the stapler of the Saddle Stitch Unit toward you to unlock it. Then turn the stapler clockwise for about 60 degrees.**

The stapler will be locked and will not be turned any further when it becomes almost horizontal.



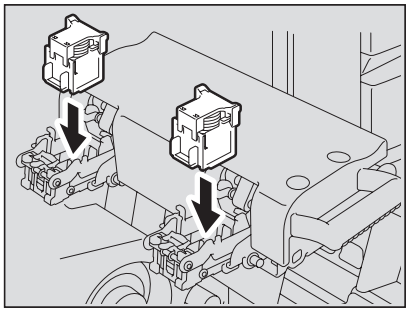
4 **Take out the empty staple cartridge.**

Replace both cartridges at a time.

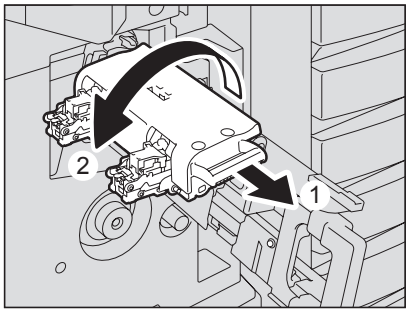


5 **Install the new staple cartridge.**

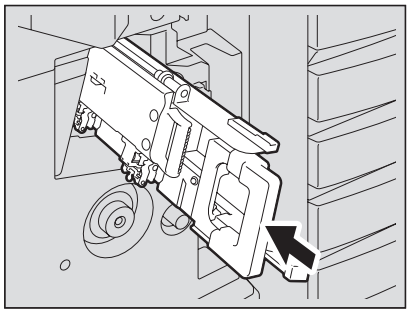
When installing a staple cartridge, push it downward until it is fixed with a click sound.



6 **Pull the handle of the stapler of the Saddle Stitch Unit toward you to unlock it. Then lower the stapler to its original position.**

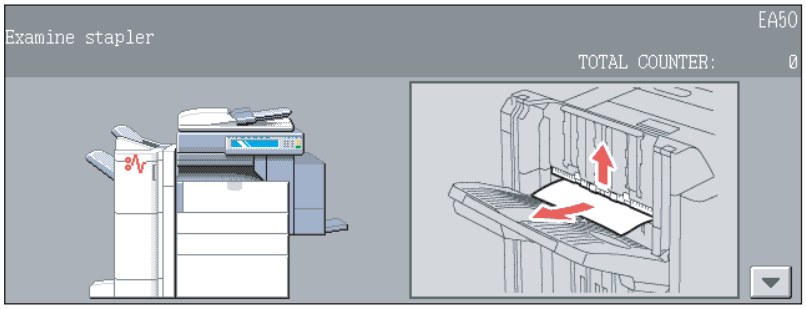


7 **Insert the Saddle Stitch Unit into the finisher carefully.**



8 **Close the front cover of the finisher.**

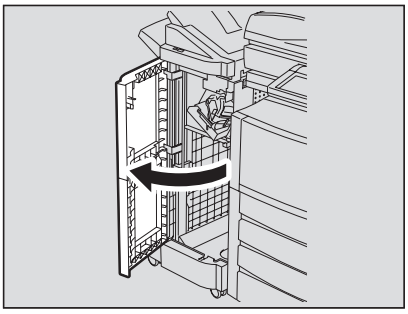
“Examine stapler”



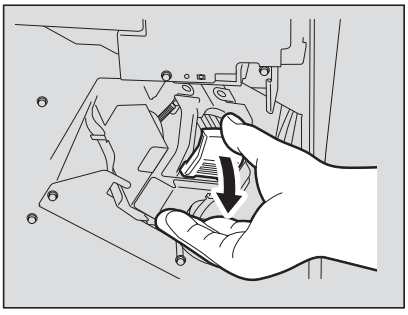
This message appears when the staples in the finisher (optional) are jammed. To remove them, follow the procedure below.

Finisher (optional: MJ-1101)

1 **Open the front cover of the finisher.**

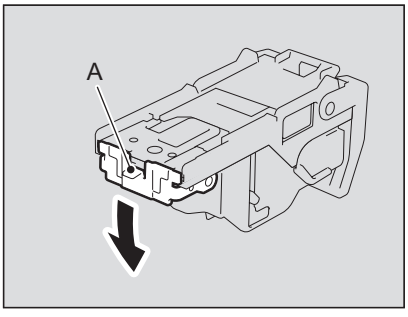


2 **Take off the staple cartridge.**



3 **Lower the guide while holding the knob.**

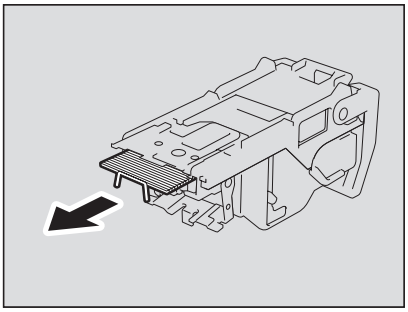
A: Stapling area



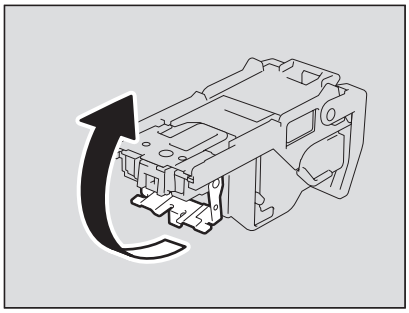
Caution

Do not touch the stapling area. The stapler could injure you.

4 **Remove any jammed staples.**

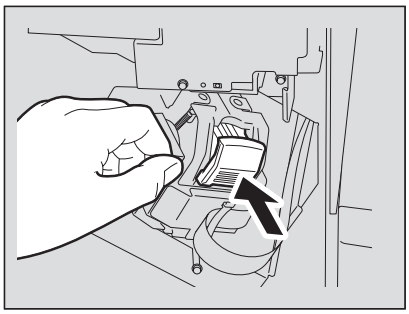


5 **Hold the knob and raise the guide, and then return the guide to its original position.**



6 **Install the staple cartridge into the stapler.**

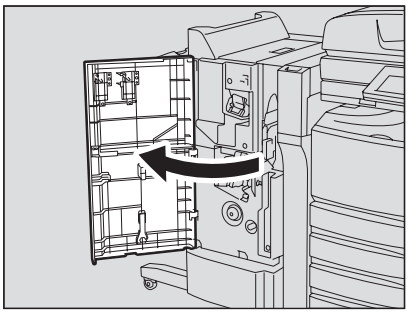
- When installing the staple cartridge, hold the mint-green color label portion of the bracket securely so that it will not move.
- Insert the cartridge until it is caught by the latch and fixed with a click sound.



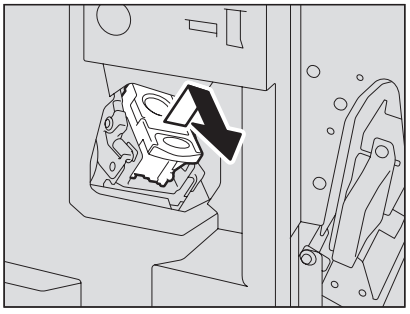
7 **Close the front cover of finisher.**

Finisher (optional: MJ-1030)

1 **Open the front cover of the finisher.**

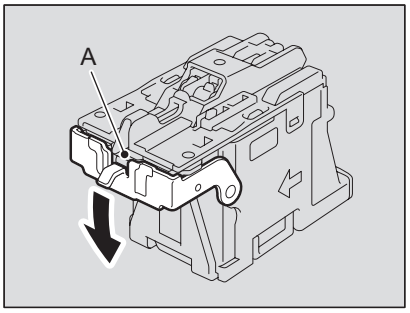


2 **Take off the staple cartridge.**



3 **Lower the guide while holding the knob.**

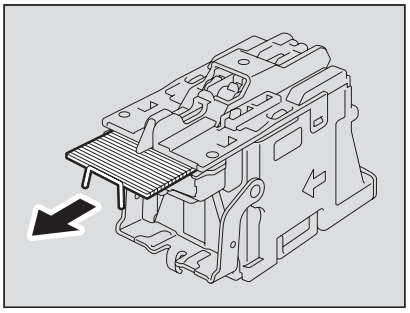
A: Stapling area



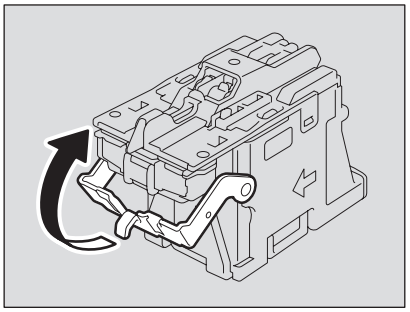
Caution

Do not touch the stapling area. The stapler could injure you.

4 **Remove any jammed staples.**

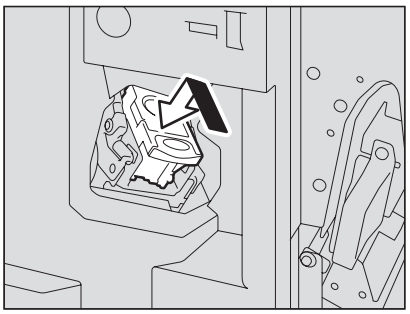


5 **Hold the knob and raise the guide, and then return the guide to its original position.**



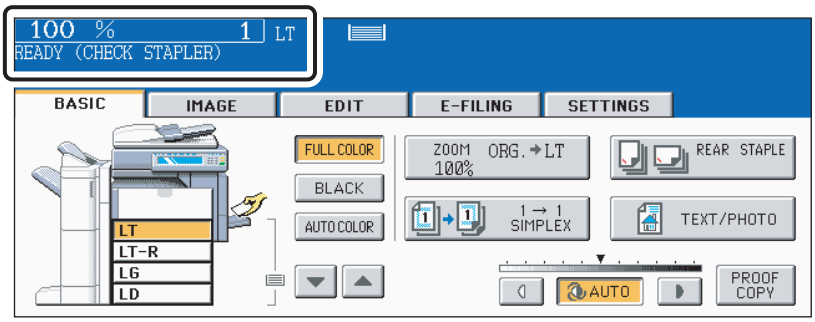
6 **Install the staple cartridge into the stapler.**

Insert the cartridge until it is caught by the latch and fixed with a click sound.



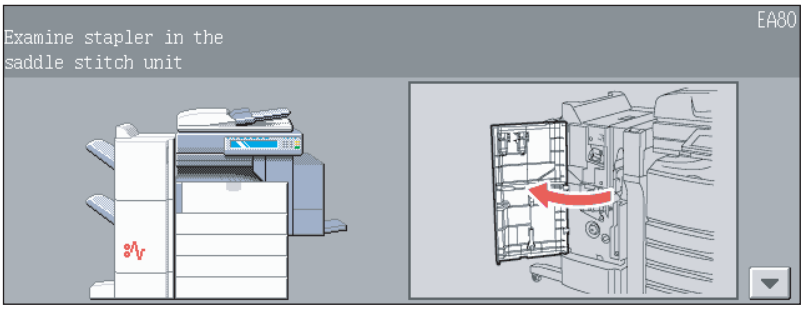
7 **Close the front cover of the finisher.**

“READY (CHECK STAPLER)”



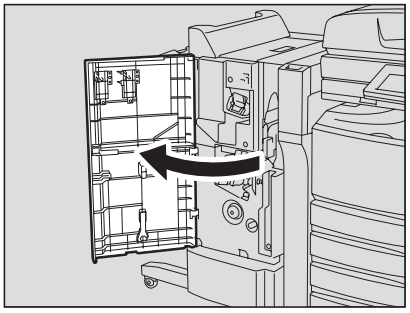
This message will be shown only when the finisher (optional) is installed. It appears when the staples in the stapler of the finisher run out or when the staples in the finisher are jammed. Clear the error according to the procedure in P.332 ““Time for Slit glass and Main charger cleaning””.

“Examine stapler in the Saddle Stitch Unit”

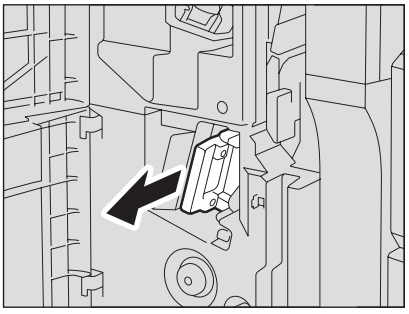


This message appears when the staples in the Saddle Stitch Unit of the Saddle Stitch Finisher (optional) are jammed. To remove them, follow the procedure below.

1 **Open the front cover of the finisher.**

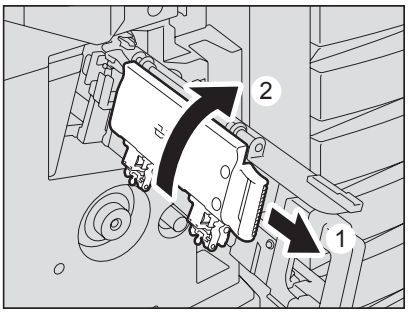


2 **Slide the Saddle Stitch Unit carefully toward the front.**

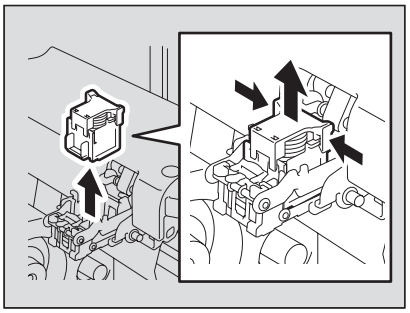


3 **Pull the handle of the stapler of the Saddle Stitch Unit toward you to unlock it. Then turn the stapler clockwise for about 60 degrees.**

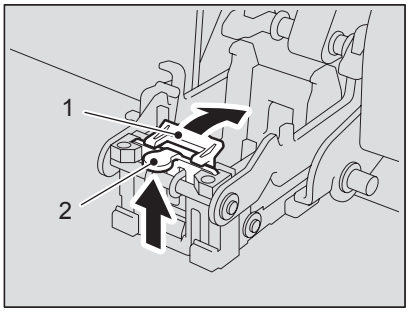
The stapler will be locked and will not be turned any further when it becomes almost horizontal.



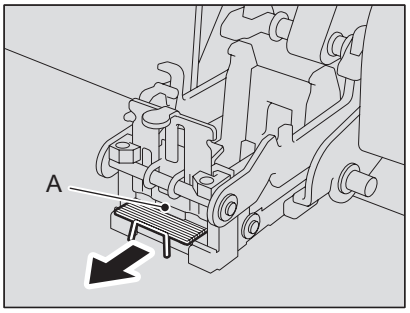
4 **Take off the staple cartridge.**



5 **While pushing the lever (1) downward, pull up the shutter with the knob (2).**



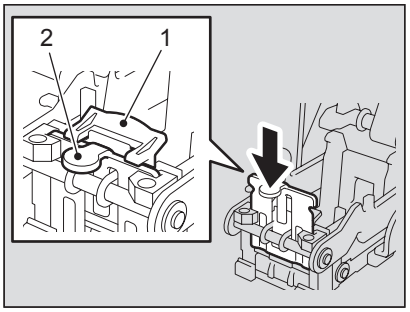
6 **Remove any jammed staples.**
A: Stapling area



Caution

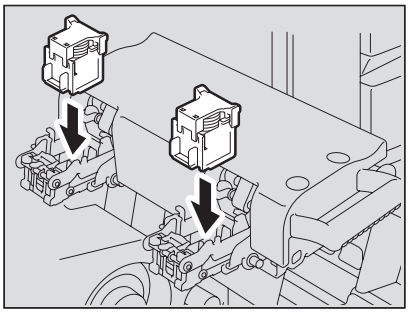
Do not touch the stapling area. The stapler could injure you.

7 **Push the knob (2) to return it to its original position.**
Confirm if the lever (1) is latched onto the shutter.

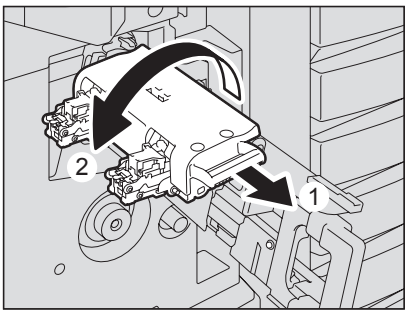


8 Install the staple cartridge.

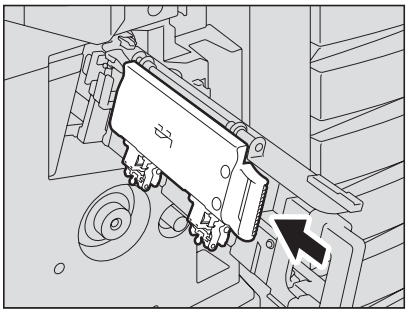
When installing a staple cartridge, push it downward until it is fixed with a click sound.



9 Pull the handle of the stapler of the Saddle Stitch Unit toward you to unlock it. Then return the stapler to its original position.



10 Insert the Saddle Stitch Unit into the finisher carefully.



11 Check the following 2 items before test stapling.

- Check if the finisher is securely installed on the equipment.
- Check if any of LD or LT-R paper is set in the drawer.

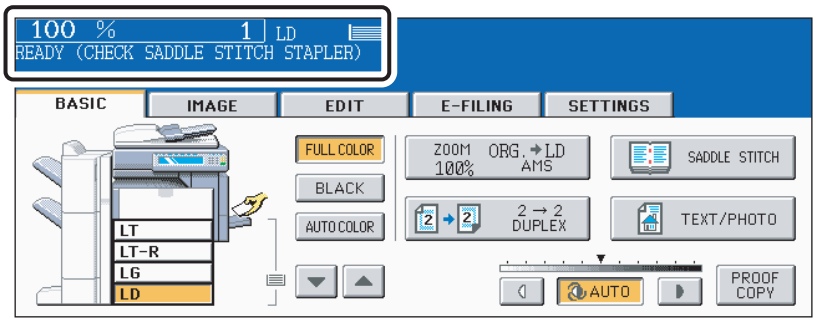
12 Close the front cover of the finisher.

Test stapling is automatically performed.

Tip

Test stapling will not be performed if the conditions mentioned in step 11 are not met. Be sure to check the items mentioned in step 11 and open the front cover of the finisher and then close it again before performing test stapling. Test stapling is necessary to prevent void stapling.

“READY (CHECK SADDLE STITCH STAPLER)”



This message will be shown only when the Saddle Stitch Finisher (optional) is installed. It appears when the staples in the stapler of the Saddle Stitch Finisher run out or when the staples in the Saddle Stitch Finisher are jammed.
Remove the jammed staples according to the procedure in 🕮 P.347 ““Examine stapler in the Saddle Stitch Unit””.
If the staples run out, follow the procedure below as well as the procedure in 🕮 P.340 ““Check staple cartridge in the Saddle Stitch Unit””.

1 Follow steps 1 to 6 of 🕮 P.340 ““Check staple cartridge in the Saddle Stitch Unit””.

Do not close the front cover of the Saddle Stitch Finisher.

2 Check the following 2 items to perform test stapling.

- Whether the Saddle Stitch Finisher is securely installed in the equipment.
- Whether any LD or LT-R paper is set in the equipment.

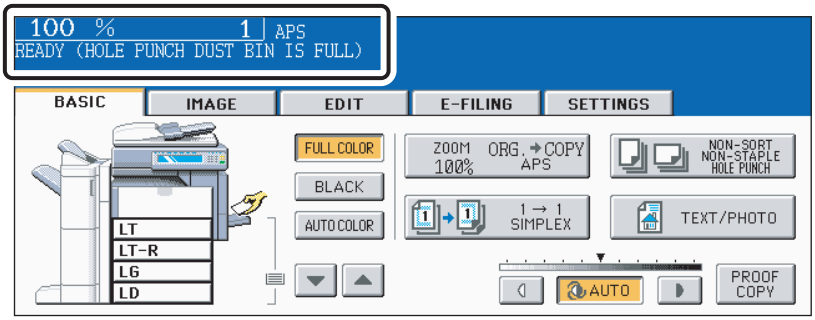
3 Close the front cover of the Saddle Stitch Finisher.

Test stapling is automatically performed.

Tip

If the front cover of the Saddle Stitch Finisher is closed without satisfying the condition of step 2, test stapling is not performed. Test stapling is necessary to prevent void stapling. After satisfying the condition of step 2 and opening/closing the front cover of the Saddle Stitch Finisher again, be sure to perform the test stapling.

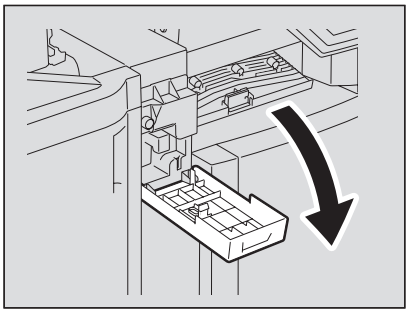
“READY (HOLE PUNCH DUST BIN IS FULL)”



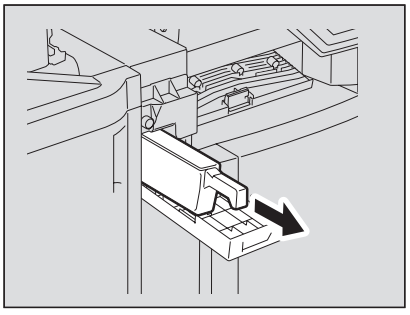
This message appears when the hole punch dustbin in the Hole Punch Unit (optional) becomes full.
To dispose of the paper bits, follow the procedure below.

Hole Punch Unit (optional: MJ-6101, MJ-6004)

1 **Open the cover of the Hole Punch Unit.**



2 **Pull out the hole punch dust-bin.**

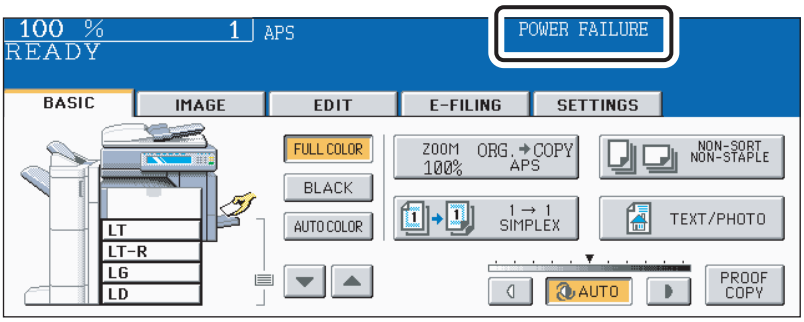


3 **Dispose of the punched paper bits.**

4 **Attach the hole punch dustbin.**

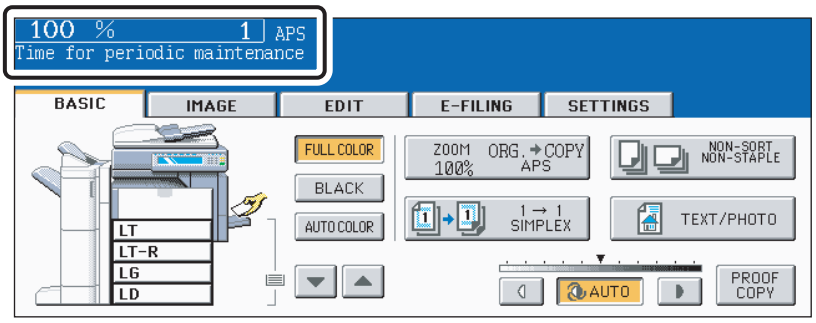
5 **Close the cover of the Hole Punch Unit.**

“POWER FAILURE”



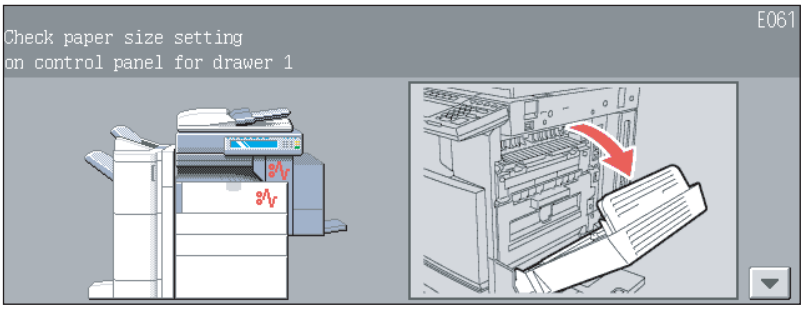
This message appears when a job is interrupted due to a power failure, etc. The print or Fax job in progress at the time of a power failure may not be completed. Confirm the job status by pressing the [JOB STATUS] button. To clear this message, press the [FUNCTION CLEAR] button twice.

“Time for periodic maintenance”



This message appears when assistance from a qualified service technician is required. Contact your service representative.

“Check paper size setting on control panel for drawer N”



This message appears when the size of the paper actually placed in the drawer or on the bypass tray differs from the one registered in the equipment for the corresponding drawer or the bypass tray. There are 5 messages of this type as shown below.
“Check paper size setting on control panel for drawer 1”
“Check paper size setting on control panel for drawer 2”
“Check paper size setting on control panel for drawer 3”
(Only when the Paper Feed Pedestal (optional) is installed)
“Check paper size setting on control panel for drawer 4”
(Only when the Paper Feed Pedestal and the Additional Drawer Module (optional) are installed)
“Check paper size setting on control panel for Bypass”

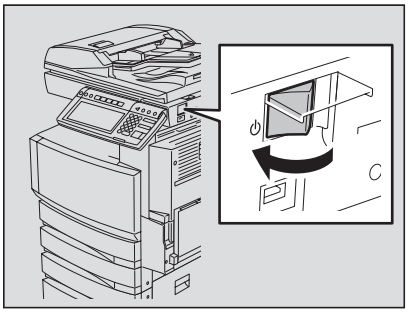
In case that a paper misfeed occurs and one of the above messages consequently appears, another paper misfeed will occur if you just remove the jammed paper. Instead, be sure to follow the procedure below.

- Make a note of the position of the jammed paper and the number of the drawer displayed in the message in advance because guidance for removing the jammed paper is not displayed while you are working on the procedure.

This countermeasure differs depending on when the paper misfeeding has occurred – during copying or during printing from the Fax or the Printer.

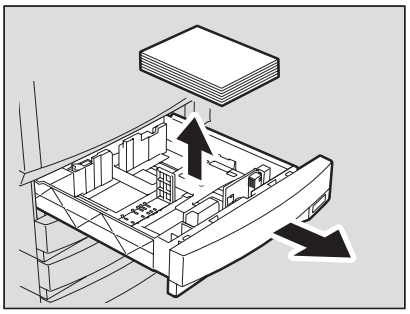
During copying (using a drawer)

1 **Turn the power of the equipment OFF.**
You cannot shut down the equipment.

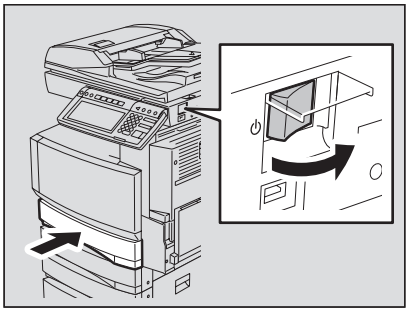


2 **Remove the jammed paper.**
P.305 “Jam Symbols”

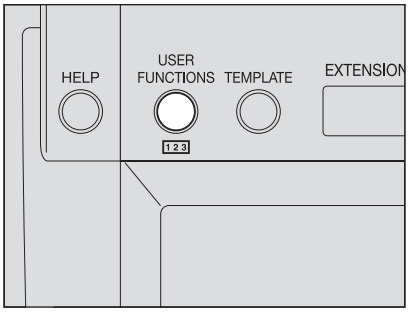
3 **Pull out the drawer mentioned in the message. Then remove all the paper in it.**



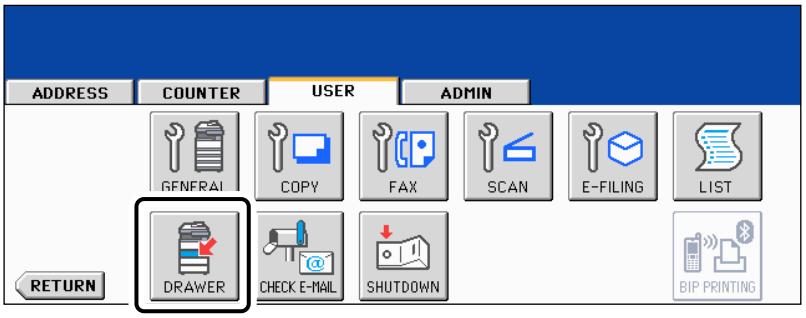
4 **Close the drawer and then turn the power ON.**



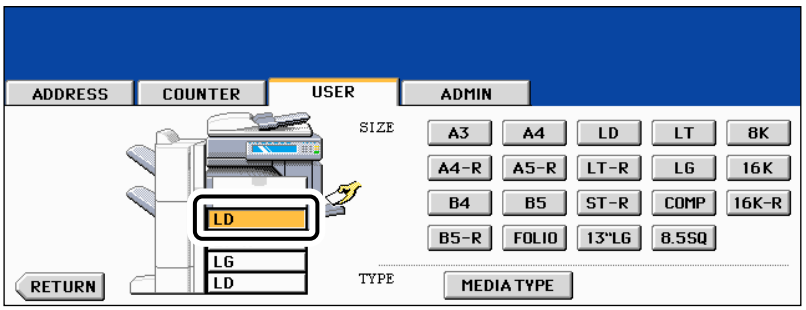
5 **Press the [USER FUNCTIONS] button on the control panel.**



6 **Press the [USER] button on the touch panel to display the USER menu, and then press the [DRAWER] button.**

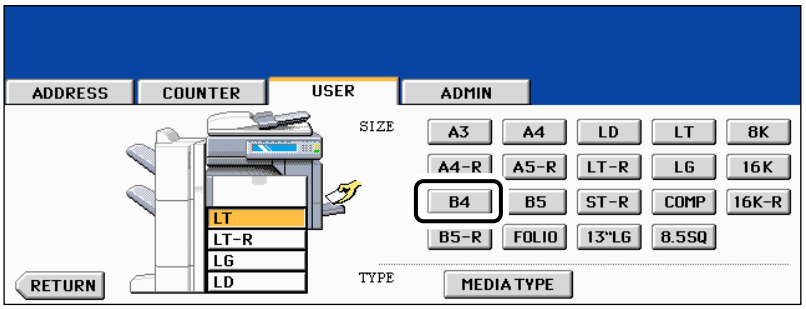


7 **Press the drawer button corresponding to the one mentioned in the message on the touch panel.**



8 **Press the paper size button corresponding to the one placed in the drawer.**

P.51 “Preparation 2- Setting Copy Paper”



9 **Place the paper removed in step 3 in the drawer.**

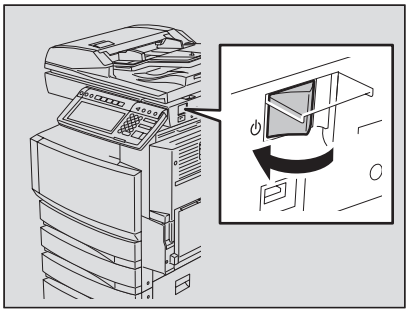
10 Press the [USER FUNCTIONS] button to return to the basic menu. Set the original and start the copying again.

Tip

When “POWER FAILURE” appears, press the [FUNCTION CLEAR] button twice to clear the message. See 🕮 P.352 ““POWER FAILURE”” for details.

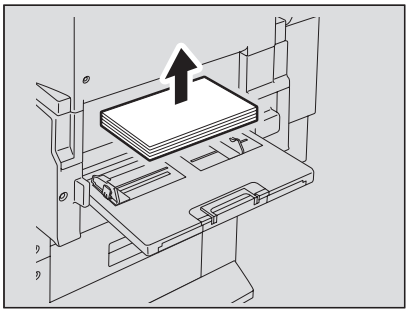
During copying (using the bypass tray)

1 **Turn the power of the equipment OFF.**
You cannot shut down the equipment.

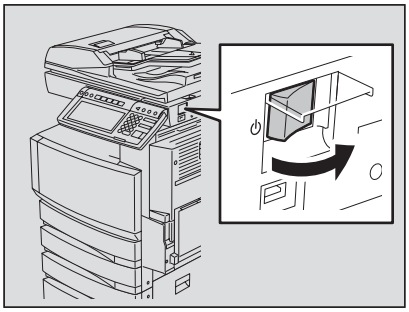


2 **Remove the jammed paper.**
P.305 “Jam Symbols”

3 **Remove all the paper from the bypass tray.**



4 **Turn the power ON.**



5 **Place paper on the bypass tray and select the paper size.**
P.81 “Bypass Copying”

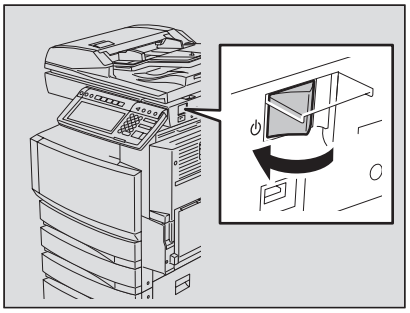
6 **Place the original and try to copy again.**

Tip

When “POWER FAILURE” appears, press the [FUNCTION CLEAR] button twice to clear the message. See P.352 ““POWER FAILURE”” for details.

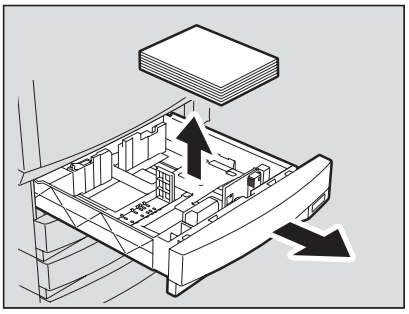
During printing from the FAX or Printer (using a drawer)

1 **Turn the power of the equipment OFF.**
You cannot shut down the equipment.

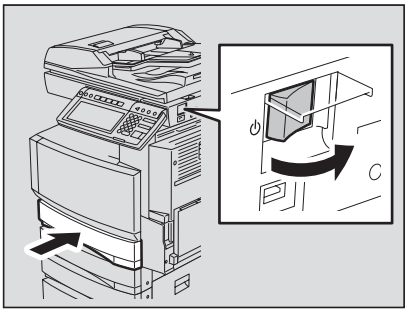


2 **Remove the jammed paper.**
📖 P.305 “Jam Symbols”

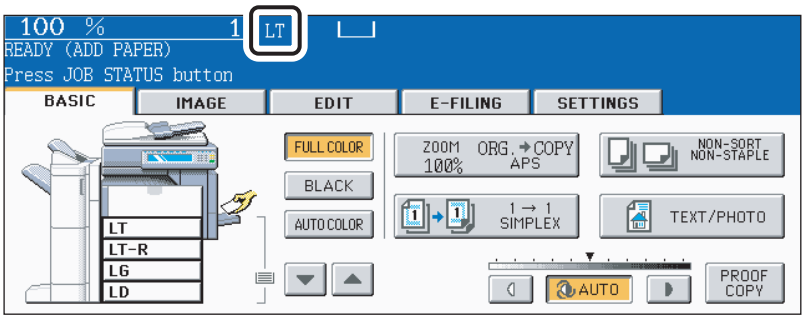
3 **Pull out the drawer mentioned in the message. Then remove all the paper in it.**



4 **Close the drawer and then turn the power ON.**



5 **See the size indication on the touch panel to check the paper size registered for the drawer mentioned in the message.**



6 **Place the paper, whose size is same as the one you have checked at step 5, in the drawer mentioned in the message.**

P.51 “Preparation 2- Setting Copy Paper”

7 **The job is resumed.**

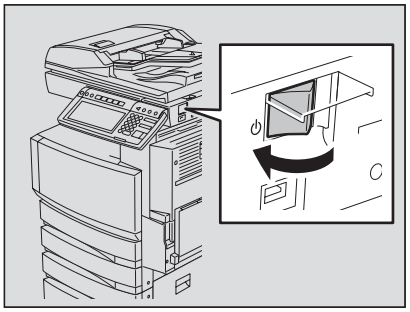
If you change the paper size again after the completion of the job, check that the paper size placed in the drawer is the same as the one registered in the equipment for the corresponding drawer.

During printing from the Printer (using the bypass tray)

Paper will not be fed out of the bypass tray during a FAX reception.

1 Turn the power of the equipment OFF.

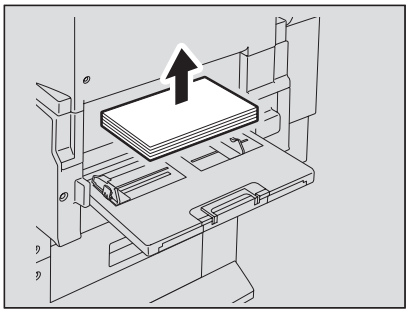
You cannot shut down the equipment.



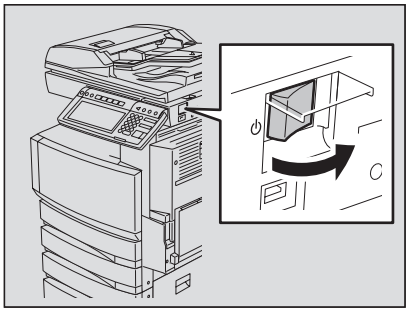
2 Remove the jammed paper.

P.305 “Jam Symbols”

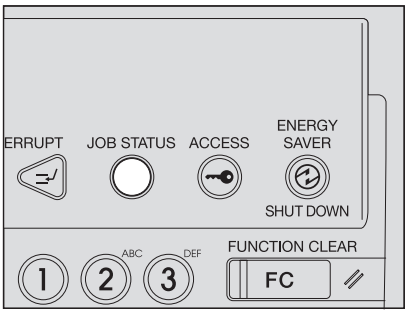
3 Remove all the paper from the bypass tray.



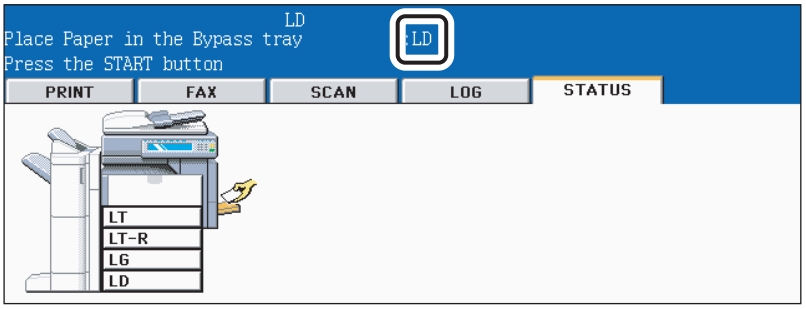
4 Turn the power ON.



5 **Press the [JOB STATUS] button on the control panel.**

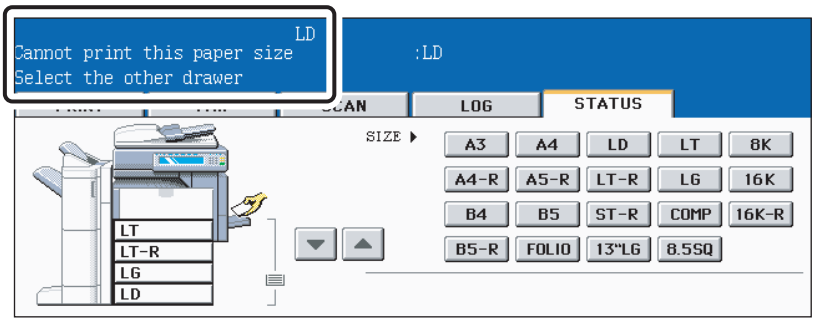


6 **Place the paper of the size corresponding to the one shown next to the message “Place Paper in the Bypass tray :” on the bypass tray.**



7 **Press the [START] button.**

“Cannot print this paper size Select the other drawer”



When the finisher is installed, 12" x 18" FULL paper cannot exit to the receiving tray.
When this message appears, delete the print job, change the paper size you set for printing or specify the finisher as an exit tray, and try again.

Tip

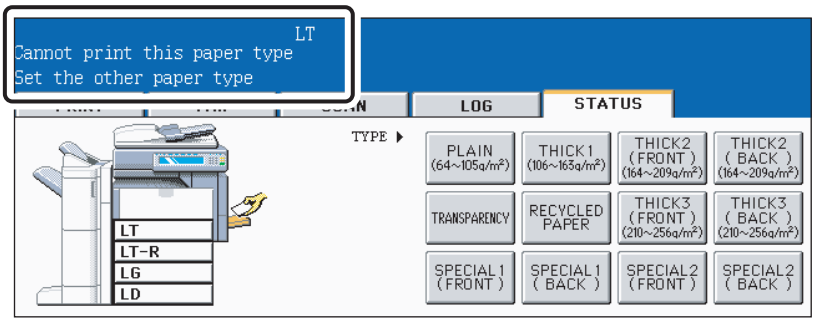
Printing can be performed without deleting the print job in the following two ways. However, some parts of the original image may be missing because the paper size smaller than 12" x 18" FULL will be used in both cases.

- Select a drawer button to be set as a paper source on the touch panel, and press the [START] button.
- Place paper other than 12" x 18" FULL size on the bypass tray and press the [START] button.

Caution

Be sure to specify the paper size.

“Cannot print this paper type Set the other paper type”



Special paper can exit only to the receiving tray or the upper tray of the Finisher (MJ-1101). Delete the print job, select the receiving tray or the upper tray of the Finisher (MJ-1101) as an exit tray, and try again.

“Reboot the machine”

This message appears when the equipment cannot be operated normally because an error occurs but it may be released by rebooting the equipment. Since the equipment cannot be shut down with the control panel, reboot it with the power switch.

11

MAINTENANCE

This chapter describes the maintenance procedures for high-quality copy output, and how to troubleshoot.

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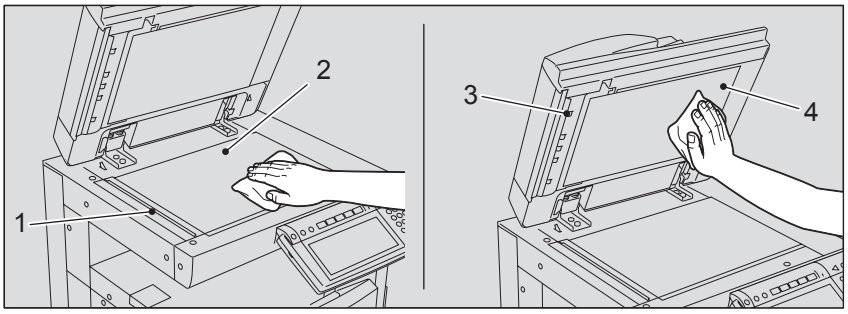
Daily Inspection

We recommend you to clean the following items weekly, so that the originals can be scanned in unsoiled conditions.
Be careful not to scratch the parts that you are cleaning.



1. Scanning area
   Clean the surface with a dry soft cloth or a cloth lightly moistened with water.
   Do not use solvents such as alcohol.

2. Original glass

3. Guide

4. Platen sheet
   Clean the surface as follows depending on the staining.
   - Clean it with a soft cloth.
   - Clean it with a soft cloth lightly moistened with water.
   - Clean it with a soft cloth lightly moistened with alcohol, and then wipe it with a dry cloth.
   - Clean it with a soft cloth lightly moistened with watered-down neutral detergent, and then wipe it with a dry cloth.

Caution

- Do not use solvents such as thinner or benzine when cleaning the surface of the equipment. This could warp the shape of the surface or leave it discolored.
- When using a chemical cleaning pad to clean it, follow the instructions.

Simple Troubleshooting

Check the following items and, if the problem still occurs, call your service representative for assistance.

Equipment does not start

Item to be checked	Countermeasure	Reference page
Is the power cord plug securely inserted in the outlet?	Insert the power cord plug until it comes to a stop.	-
Is the front cover firmly closed?	Close the cover properly.	🕮 P.28 “Description of Each Component”

Paper jamming occurs frequently

Item to be checked	Countermeasure	Reference page
Does the message: “Check paper size setting on control panel for drawer N (Bypass)” appear?	Match the size of the paper placed in the drawer or on the bypass tray and the one registered to the equipment.	🕮 P.354 ““Check paper size setting on control panel for drawer N””
Does the paper placed exceed the line indicated inside of the side guide?	Remove some of the sheets of paper and place them with the paper height not exceeding the line indicated.	🕮 P.53 “Placing paper in the drawer”
Is the space between the side guide of the drawer or the bypass tray and the paper too narrow/wide?	Keep an appropriate space between the side guide and paper, and then place paper straight along the side guide.	🕮 P.53 “Placing paper in the drawer”
Has all of the jammed paper removed?	Since the jammed paper may not be easily found, follow the guidance shown on the touch panel.	🕮 P.305 “Jam Symbols”

Display does not change when buttons or icons are pressed

Item to be checked	Countermeasure	Reference page
Is the equipment in the energy saving mode (Automatic energy saving mode)?	Press the [ENERGY SAVER / SHUTDOWN] or [START] button on the control panel to clear the mode. (It takes a while for the equipment to become ready.)	🕮 P.49 “Energy Saving Mode”
Is the power OFF because the weekly timer functions?	Press the [START] button to return the power ON.	See the [User Function Guide]
When the use of the equipment is managed under department management, is the correct code entered?	Key in the correct department code.	🕮 P.43 “When department or user management is used”
When the use of the equipment is managed under user management, is the correct information entered?	Enter the user information correctly.	🕮 P.43 “When department or user management is used”
Is the “Warming up” message displayed?	Wait until the equipment becomes ready.	🕮 P.42 “Turning power on”

Functions cannot be set

Item to be checked	Countermeasure	Reference page
Are there functions that cannot be combined set together?	See the copying function combination and image quality adjustment combination matrices, and then set them again.	🕮 P.382 “Copying Function Combination Matrix”, 🕮 P.384 “Image Quality Adjustment Combination Matrix”

Image density is too low

Item to be checked	Countermeasure	Reference page
Is the message to replace the toner cartridge displayed on the touch panel?	Replace the toner cartridge.	🕮 P.296 “Replace Toner Cartridge Symbol”
Is the level of the color adjustment set suitably?	Use the manual density buttons or the background adjustment function to adjust the image density properly.	🕮 P.137 “Copy Density Adjustment”, 🕮 P.144 “Background Adjustment”

Image density is too high

Item to be checked	Countermeasure	Reference page
Is the level of the color adjustment set suitably?	Use the manual density buttons or the background adjustment function to adjust the image density properly.	🕮 P.137 “Copy Density Adjustment”, 🕮 P.144 “Background Adjustment”

Image trouble

Phenomenon	Usual cause	Countermeasure
The copied image is stained.	The Automatic Document Feeder (optional) or the Platen Cover (optional) is not lowered fully.	Lower them fully to block outside light.
	The original glass, platen sheet, scanning area or guides are dirty.	Clean them. 🕮 P.368 “Daily Inspection”
	The copy density is set darker.	Make the density lighter if you use the manual copy density mode. Or use the automatic copy density mode.
	A highly transparent original is used.	Place a blank sheet of paper, the same size as the original or larger, over the original.

Phenomenon	Usual cause	Countermeasure
The copy image is fogged. 	There is a slight gap between the original glass and the original.	Lower the Platen Cover (optional) or the Automatic Document Feeder (optional) fully so that the original will contact with the original glass.
	The copy paper is damp.	Replace with dry copy paper.
The copy image is partially missing.	The size or direction of the copy paper and the original, or the reproduction ratio is not set properly.	Use copy paper of the same size as the original or set the reproduction ratio suitable to the copy paper size.
The copy image has black streaks in a horizontal direction. 	The scanning area or guides are stained.	Clean them. 📖 P.368 “Daily Inspection”
	The main charger is dirty.	Clean the main charger. 📖 P.335 “Cleaning the chargers”
The copy image has white streaks in a horizontal direction. 	The slit glass is dirty.	Clean the slit glass. 📖 P.332 “Cleaning the slit glass”
The density level of the copy image is uneven in a horizontal direction. 	The main charger is dirty.	Clean the main charger. 📖 P.335 “Cleaning the chargers”

12

SPECIFICATIONS & OPTIONS

e-STUDIO2500c/3500c/3510c Specifications 374

Specifications of Options 377

Packing List 381

Copying Function Combination Matrix 382

Combination Matrix 1/2 382

Combination Matrix 2/2 383

Image Quality Adjustment Combination Matrix 384

Combination Matrix 1/2 384

Combination Matrix 2/2 385

e-STUDIO2500c/3500c/3510c Specifications

Model name		FC-2500C/FC-3500C/FC-3510C
Type		Desktop type
Original glass		Fixed
Printing (copying) system		Indirect electrophotographic method
Developing system		2-component magnetic brush developing
Fixing method		Belt fusing
Photosensor type		OPC
Original scanning system		Flat surface scanning system (When the Reversing Automatic Document Feeder is installed: Fixed scanning system by feeding the original)
Original scanning sensor		Linear CCD sensor
Scanning light source		Xenon lamp
Resolution	Scanning	600 dpi x 600 dpi
	Writing	Black-and-white: 2400 dpi x 600 dpi (Smoothing process),1 bit Color, Image smoothing: 600 dpi x 600 dpi, 8 bits
Acceptable originals		Sheets, books and 3-dimensional objects
Acceptable original size		Max. LD
Acceptable copy paper size	Drawer	LD, LG, LT, LT-R, ST-R, COMP, 13" LG, 8.5" SQ, 8K, 16K, 16K-R, A3, A4, A4-R, A5-R, B4, B5, B5-R, FOLIO
	Bypass	Paper size within 5 1/2" - 12" (Length), 8 1/2" - 18" (Width)
Acceptable copy paper weight	Drawer	17 - 43 lb. Bond (90 lb. Index)
	Bypass	17 - 80 lb. Cover (140 lb. Index)
Warm-up time		Approx. 99 seconds
First copy time (LT portrait)		Black-and-white e-STUDIO2500c/3500c: Approx. 6.5 seconds e-STUDIO3510c: Approx. 5.2 seconds Color Approx. 8.5 seconds
Continuous copy speed		See 🕮 P.375 “Continuous copying speed”.
Multiple copying		Up to 999 copies (digital key entry)
Excluded image width	Black-and-white	Leading edge: 0.12"±0.08", Trailing edge: 0.12"±0.08", Both edge: 0.08"±0.08"
	Color	Leading edge: 0.20"+0.08/-0.04", Trailing edge: 0.12"±0.08", Both edge: 0.08"±0.08"
	Printer (Black-and-white/Color)	Leading edge: 0.20"+0.08/-0.04", Trailing edge: 0.20"±0.08", Both edge: 0.20"±0.08"
Reproduction ratio	Actual size	100±0.5%
	Zoom	25 - 400% (in 1% increments)
		For the Reversing Automatic Document Feeder 25 - 200% (in 1% increments)
Paper supply	Drawer	Approx. 550 sheets (20 lb. Bond), Approx. 500 sheets (28 lb. Bond)
	Bypass	Approx. 100 sheets (20 lb. Bond), Approx. 80 sheets (28 lb. Bond)
Receiving tray loading capacity		Approx. 550 sheets (28 lb. Bond)
Toner density adjustment		Magnetic auto-toner system
Exposure control		Automatic plus manual selection from 11 exposure step
USB interface		USB (Full speed)
Environment (for normal use)		Temperature: 10 ° - 30 °C (50 ° - 86 °F) , Humidity: 20 - 85% (No Condensation)
Power requirements		AC 115 V±10%, 12 A (50/60 Hz)
Power consumption		1.5 kW or less (including optional equipments)
Dimensions (equipment only)		27.5" (W) x 30.0" (D) x 29.9" (H)
Weight		Approx. 264 lb. (equipment including developer and drum)
Space occupied (equipment only)		41.5" (W) x 33.7" (D)
Storage capacity		Max. 1000 sheets or until the memory is full (Toshiba’s own chart)

- This specification varies depending on the copying conditions and the environment.
- Specifications and appearance are subject to change without notice in the interest of product improvement.

Continuous copying speed

e-STUDIO2500c

sheets/min.

Paper size	Feeder	Media type							
		PLAIN/ RECYCLED PAPER		THICK1		THICK2		THICK3	
		Black-and-white	Color *1	Black-and-white	Color *1	Black-and-white	Color *1	Black-and-white	Color *1
LT, ST-R, 8.5" SQ, A4, A5-R, B5	Drawer	35	25	17.5	17.5	-	-	-	-
	Bypass tray	35	25	17.5	17.5	17.5	17.5	17.5	17.5
LT-R, A4-R, B5-R	Drawer	26	20	13	13	-	-	-	-
	Bypass tray	26	20	13	13	13	13	13	13
LG, COMP, 13" LG, B4, FOLIO	Drawer	22	17	10.5	10.5	-	-	-	-
	Bypass tray	22	17	10.5	10.5	10.5	10.5	10.5	10.5
LD, A3	Drawer	18	15	8.5	8.5	-	-	-	-
	Bypass tray	18	15	8.5	8.5	8.5	8.5	8.5	8.5

e-STUDIO3500c

sheets/min.

Paper size	Feeder	Media type							
		PLAIN/ RECYCLED PAPER		THICK1		THICK2		THICK3	
		Black-and-white	Color *1	Black-and-white	Color *1	Black-and-white	Color *1	Black-and-white	Color *1
LT, ST-R, 8.5" SQ, A4, A5-R, B5	Drawer	35	35	17.5	17.5	-	-	-	-
	Bypass tray	35	35	17.5	17.5	17.5	17.5	17.5	17.5
LT-R, A4-R, B5-R	Drawer	26	26	13	13	-	-	-	-
	Bypass tray	26	26	13	13	13	13	13	13
LG, COMP, 13" LG, B4, FOLIO	Drawer	22	22	10.5	10.5	-	-	-	-
	Bypass tray	22	22	10.5	10.5	10.5	10.5	10.5	10.5
LD, A3	Drawer	18	18	8.5	8.5	-	-	-	-
	Bypass tray	18	18	8.5	8.5	8.5	8.5	8.5	8.5

e-STUDIO3510c

sheets/min.

Paper size	Feeder	Media type							
		PLAIN/ RECYCLED PAPER		THICK1		THICK2		THICK3	
		Black-and-white	Color *1	Black-and-white	Color *1	Black-and-white	Color *1	Black-and-white	Color *1
LT, ST-R, 8.5" SQ, A4, A5-R, B5	Drawer	45	35	17.5	17.5	-	-	-	-
	Bypass tray	45	35	17.5	17.5	17.5	17.5	17.5	17.5
LT-R, A4-R, B5-R	Drawer	32	26	13	13	-	-	-	-
	Bypass tray	32	26	13	13	13	13	13	13
LG, COMP, 13" LG, B4, FOLIO	Drawer	26	22	10.5	10.5	-	-	-	-
	Bypass tray	26	22	10.5	10.5	10.5	10.5	10.5	10.5
LD, A3	Drawer	22	18	8.5	8.5	-	-	-	-
	Bypass tray	22	18	8.5	8.5	8.5	8.5	8.5	8.5

*1 FULL COLOR, TWIN COLOR, MONO COLOR, IMAGE SMOOTHING

- The bypass copying speed is as listed above when specifying the paper size.
- The values above are measured when originals are set on the original glass, 1-sided, 100% and non-sort multiple copies are made.
- This specification varies depending on the copying conditions and the environment.
- Toshiba-recommended paper is used for the values of this specification above.

Reversing Automatic Document Feeder

Model name	MR-3018
Copy sides	1-side, Duplex
Number of originals (LT)	100 originals (9.3 - 20 lb. Bond) or 0.63" or less in height (more than 20 lb. Bond)
Feeding speed	Black-and-white: 4.13 - 16.54" Color: 2.06 - 8.26"
Acceptable originals	LD, LG, LT, LT-R, ST-R, COMP, A3, A4, A4-R, A5-R, B4, B5, B5-R, FOLIO (ST and A5 size are not acceptable.)
Paper weight	1-sided original: 9.3 - 41.8 lb., 2-sided original: 13.3 - 41.8 lb.
Power source	DC 24 V (supplied from the equipment)
Dimensions	23.6" (W) x 20.6" (D) x 5.3" (H)
Weight	Approx. 27.6 lb.
Power consumption	49.5 W max.

Large Capacity Feeder

Model name	KD-1019
Acceptable paper size	LT
Paper weight	17 - 28 lb. Bond
Maximum capacity	2500 sheets (20 lb. Bond), 2000 sheets (28 lb. Bond) (Height: approx. 5.4" x 2)
Power source	DC 5 V, DC 24 V (supplied from the equipment)
Dimensions	24.5" (W) x 25.9" (D) x 12.1" (H) (incl. Stabilizer)
Weight	Approx. 59.5 lb.

Paper Feed Pedestal (1 drawer type)

Model name	KD-1018
Acceptable paper size	LD, LG, LT, LT-R, ST-R, COMP, A3, A4, A4-R, A5-R, B4, B5, B5-R, FOLIO (ST, A5 and non-standard size are not acceptable.)
Paper weight	17 - 43 lb. Bond
Maximum capacity	550 sheets (20 lb. Bond), 500 sheets (24 lb. Bond), 500 sheets (28 lb. Bond)
Power source	DC 5 V, DC 24 V (supplied from the equipment)
Dimensions	24.5" (W) x 26.6" (D) x 12.6" (H)
Weight	Approx. 47.4 lb.

Additional Drawer Module

Model name	MY-1031
Acceptable paper size	LD, LG, LT, LT-R, ST-R, COMP, A3, A4, A4-R, A5-R, B4, B5, B5-R, FOLIO (ST, A5 and non-standard size are not acceptable.)
Paper weight	17 - 43 lb. Bond
Maximum capacity	550 sheets (20 lb. Bond), 500 sheets (24 lb. Bond), 500 sheets (28 lb. Bond)
Weight	Approx. 8.38 lb.

Finisher (MJ-1101)

Model name	MJ-1101			
Type	Floor type (Console type)			
Acceptable paper size	LD, LG, LT, LT-R, ST-R, COMP, 8.5”SQ, 13”LG, 12” x 18” FULL, A3, A4, A4-R, A5-R, B4, B5, B5-R, FOLIO			
Acceptable paper weight	17 lb. Bond - 140 lb. Index			
Number of copies stapled at a time (Including 2 covers (17 lb. Bond to 140 lb. Index))	Paper size	17-20 lb. Bond	21-24 lb. Bond	25-28 lb. Bond
	LT, A4, B5, 8.5”SQ	50 sheets	30 sheets	30 sheets
	LD, LG, LT-R, COMP, 13”LG, A3, A4-R, B4, FOLIO	30 sheets	15 sheets	15 sheets
Stapling position	Front, Rear, Double			
Power source	Supplied from the equipment			
Dimensions	21.4” (W) x 23.92” (D) x 43.68” (H)			
Weight	Approx. 74.8 lb.			
Power consumption	70 W max.			

Tray loading capacity of Finisher (MJ-1101)

Unit: inch (with allowable error of ±0.276")
Values in parentheses: Number of sheets (20 lb. Bond)

Upper Tray

MJ-1101 with mixed paper not loaded	
Mode	Non-Sort
LT, ST-R, A4, A5-R, B5, 8.5”SQ	1.45" (250)
LD, LG, LT-R, COMP, A3, A4-R, B4, B5-R, FOLIO, 13”LG, 12” x 18” FULL	0.72" (125)

Lower Tray

MJ-1101 with mixed paper not loaded			
Mode	Non-Sort	Sort/Group	Staples loaded
LT, 8.5”SQ, A4, B5	9.84” (2000)	9.84” (2000)	Whichever of 9.84”, 2000 sheets or 30 copies is reached first
LD, LG, LT-R, COMP, 13”LG, A3, A4-R, B4, FOLIO	5.51” (1000)	5.51” (1000)	Whichever of 5.51”, 1000 sheets or 30 copies is reached first

When mixed-size paper is loaded, the tray loading capacity should follow the specifications for larger paper sizes in the above tables.

Saddle Stitch Finisher (MJ-1030)

Model name	MJ-1030			
Type	Floor type (Console type)			
Acceptable paper size	LD, LG, LT, LT-R, ST-R, COMP, A3, A4, A4-R, A5-R, B4, B5, B5-R, FOLIO, 12” x 18” FULL			
Acceptable paper weight	17 lb. Bond - 140 lb. Index			
Number of copies stapled at a time (Including 2 covers (17 lb. Bond - 140 lb. Index))	Paper size	20 lb. Bond	24 lb. Bond	28 lb. Bond
	LT, A4, B5	50 sheets	26 sheets	24 sheets
	LD, LG, LT-R, COMP, A3, A4-R, B4, FOLIO	30 sheets	15 sheets	15 sheets
Stapling position	Front, Rear, Double			
Stitching capacity (Including 1 cover (17 lb. Bond - 140 lb. Index))	Paper size	20 lb. Bond	24 lb. Bond	28 lb. Bond
	LD, LT-R, A3, A4-R, B4	15 sheets	10 sheets	10 sheets
Power source	Supplied from the equipment			
Dimensions	25.55" (30") (W) x 25.87" (D) x 42.76" (H)			
Weight	Approx. 154.3 lb.			
Power consumption	170 W max.			

Tray loading capacity of Saddle Stitch Finisher (MJ-1030)

(MJ-1030 with mixed paper not loaded)

Unit: inch (with allowable error of ±0.276")
Values in parentheses: Number of sheets (20 lb. Bond)

Mode	Non-Sort		Sort/Group		Staples loaded	
Tray No.	1	2	1	2	1	2
LT, ST-R, A4, A5-R, B5	5.78" (1000)		5.78" (1000)		Whichever of 5.78", 1000 sheets or 30 copies is reached first	Whichever of 5.78", 1000 sheets or 30 copies is reached first
LD, LG, LT-R, COMP, A3, A4-R, B4, B5-R, FOLIO	2.89" (500)		2.89" (500)		Whichever of 2.89", 500 sheets or 30 copies is reached first	Whichever of 2.89", 500 sheets or 30 copies is reached first

- Sort/Group/Staple is not available with ST-R, A5-R, B5-R.
- See 🕮 P.121 “Available conditions for saddle stitching” for tray loading capacity of saddle stitch tray.
- If copied paper remains on the receiving tray and the next copying job is performed, the loading capacity is the same as that for mixed paper.

(MJ-1030 with mixed paper loaded)

Unit: inch (with allowable error of ±0.276")
Values in parentheses: Number of sheets (20 lb. Bond)

Mode	Non-Sort		Sort/Group		Staples loaded	
Tray No.	1	2	1	2	1	2
LD and LT	2.89" (500)		2.89" (500)		Whichever of 2.89", 500 sheets or 30 copies is reached first	Whichever of 2.89", 500 sheets or 30 copies is reached first
LG and LT-R						
FOLIO and A4-R						
A3 and A4						
B4 and B5						

Hole Punch Unit (MJ-6101 Series)

Model name	MJ-6101 Series
Acceptable paper size	LD, LG, LT, LT-R, COMP, 8.5”SQ, 13”LG, A3, A4, A4-R, B4, B5, B5-R, FOLIO
Acceptable paper weight	17 lb. Bond – 140 lb. Index (OHP film and specially treated paper are not available.)
Dimensions	4.48” (W) x 22.92” (D) x 12.92” (H) (excl. Lower cover)
Weight	Approx. 15.4 lb.

	Number of punching holes and hole diameter	Available paper size
Japan and most of Europe (MJ-6101E)	2 holes (0.26" dia.)	LD, LG, LT, LT-R, COMP, A3, A4, A4-R, B4, B5, B5-R, FOLIO
North America (MJ-6101N)	2/3 holes switchable (0.32" dia.)	2 holes: LG, LT-R, A4-R 3 holes: LD, LT, A3, A4
France (MJ-6101F)	4 holes (0.26" dia.; 3.15" pitch)	LD, LT, A3, A4
Sweden (MJ-6101S)	4 holes (0.26" dia.; 2.76" and 0.83" pitch)	LD, LG, LT-R, COMP, A3, A4, A4-R, B4, B5, B5-R, FOLIO

Hole Punch Unit (MJ-6004 Series)

Model name	MJ-6004 Series
Acceptable paper size	LD, LG, LT, LT-R, COMP, A3, A4, A4-R, B4, B5, B5-R, FOLIO
Acceptable paper weight	17 lb. Bond - 140 lb. Index (OHP film and specially treated paper are not available.)
Dimensions	4.4" (W) x 24.3" (D) x 14.9" (H) (excl. Lower cover)
Weight	Approx. 19.8 lb.

	Number of punching holes and hole diameter	Available paper size
Japan and most of Europe (MJ-6004E)	2 holes (0.26" dia.)	LD, LG, LT, LT-R, COMP, A3, A4, A4-R, B4, B5, B5-R, FOLIO
North America (MJ-6004N)	2/3 holes switchable (0.32" dia.)	2 holes: LG, LT-R, A4-R 3 holes: LD, LT, A3, A4
France (MJ-6004F)	4 holes (0.26" dia.; 3.15" pitch)	LD, LT, A3, A4
Sweden (MJ-6004S)	4 holes (0.26" dia.; 2.76" and 0.83" pitch)	LD, LG, LT-R, COMP, A3, A4, A4-R, B4, B5, B5-R, FOLIO

Bridge Unit

Model name	KN-3500

- Toshiba-recommended paper is used for the values above. Specifications and appearance are subject to change without notice in the interest of product improvement.

Packing List

Packing list	Operator’s Manual
	Photoconductive drum
	Operator’s Manual pocket
	Setup report
	Warranty sheet
	CD-ROM (5 pcs.)
	Stopper (for control panel)

Copying Function Combination Matrix

Combination Matrix 1/2

		Store to e-Filing	Job build	Image repeat	Full image	Sheet insertion		Cover sheet			Editing				Dual page	XY zoom	Book center erase	2IN1/4IN1	Image shift
						Copied	Blank	Top copied back blank	Both blank	Top copied	Top blank	Nega/Pos	Mask	Trim	Mirror				
Bypass copy		*1	Yes	*1	*1	*4	*4	*4	*4	*4	*4	*1	*1	*1	*1	*1	Yes	*1	*4
Photo zoom		No	*5	*4	*4	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	*4	Yes	*4
1 - 1 Simplex		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	*4	Yes	Yes	*4
1 - 2 Duplex		Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	*4	Yes	Yes	*4
2 - 1 Split		Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	No	Yes	No	*4
2 - 2 Duplex		Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	No	Yes	No	*4
Book - 2		Yes	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
Non-sort/Non-staple		*4	*5	Yes	Yes	*4	*4	*4	*4	*4	*4	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Sort		Yes	*5	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Group		Yes	*5	Yes	Yes	No	No	No	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Staple sort		Yes	*5	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Magazine sort		No	No	No	No	No	No	No	No	Yes	Yes	No	No	No	No	No	No	No	No
Magazine sort & Saddle stitch		No	No	No	No	No	No	No	No	Yes	Yes	No	No	No	No	No	No	No	No
Hole punch		Yes	*5	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes
Saddle stitch		Yes	*5	No	No	No	No	No	No	Yes	Yes	No	No	No	No	No	No	No	No
Rotate sort		Yes	*5	No	No	No	No	No	No	No	No	Yes	Yes	Yes	Yes	No	No	Yes	Yes
Mixed original sizes		Yes	*5	No	Yes	No	No	No	No	No	No	No	No	No	No	No	No	No	No
SADF		Yes	Yes	--	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	--	Yes	--	Yes
Image direction		Yes	*5	*4	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Book - Tablet		Yes	*5	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	No	Yes	No	No
Edge erase		Yes	Yes	No	No	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	Yes	Yes	No	Yes
Image shift		*4	*5	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	*6	Yes	Yes	Yes
2IN1/4IN1		*4	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	
Book center erase		Yes	*5	No	No	No	No	No	No	No	No	No	No	No	Yes	No	Yes		
XY zoom		Yes	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No			
Dual page		Yes	Yes	No	No	No	No	No	No	No	No	No	No	No	No				
Editing	Mirror	Yes	No	No	Yes	Yes	Yes	No	No	Yes	Yes	No	No	No					
	Trim	Yes	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	No	No						
	Mask	Yes	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	No							
	Nega/Pos	Yes	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes								
Cover sheet	Top blank	*4	No	No	No	Yes	Yes	--	--	--									
	Top copied	*4	No	No	No	Yes	Yes	--	--										
	Both blank	*4	No	No	No	Yes	Yes	--											
	Top copied back blank	*4	No	No	No	Yes	Yes												
Sheet insertion	Blank	*4	No	No	Yes	--													
	Copied	*4	No	No	No														
Full image		*4	No	No															
Image repeat		No	No																
Job build		*5																	
Store to e-Filing																			

*1 Size selection is required.

*2 Size selection is required for [DOUBLE STAPLE] and [REAR STAPLE].

*3 The data stored into the file are the same as the ones for simplex copying.

*4 The function set later will be valid.

*5 The setting cannot be changed from 2nd job or later.

*6 Bookbinding margin is not available.

*7 Available when the paper width is the same

Combination Matrix 2/2

		Edge erase	Book - Tablet	Image direction	SADF	Mixed original sizes	Rotate sort	Saddle stitch	Hole punch	Magazine sort & Saddle stitch	Magazine sort	Staple sort	Group	Sort	Non-sort/ Non-staple	Book - 2	2 - 2 Duplex	2 - 1 Split	1 - 2 Duplex	1 - 1 Simplex	Photo zoom	Bypass copy
Bypass copy		*1	*1	Yes	Yes	*1	*1	*1	*1	*1	*1	*2	Yes	Yes	Yes	*1	*1	Yes	*1	Yes	*1	
Photo zoom		Yes	No	No	Yes	No	No	*4	Yes	*4	*4	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes		
1 - 1 Simplex		Yes	*4	Yes	Yes	Yes	Yes	*4	Yes	*4	*4	Yes	Yes	Yes	Yes	--	--	--	--			
1 - 2 Duplex		Yes	*4	Yes	Yes	Yes	Yes	*4	Yes	Yes	Yes	Yes	Yes	Yes	Yes	--	--	--				
2 - 1 Split		Yes	*4	Yes	Yes	Yes	Yes	*4	Yes	No	No	Yes	Yes	Yes	Yes	--	--					
2 - 2 Duplex		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	--						
Book - 2		Yes	No	Yes	--	No	No	*4	Yes	No	No	Yes	Yes	Yes	Yes							
Non-sort/Non-staple		Yes	Yes	Yes	Yes	Yes	*4	--	Yes	--	--	--	--	--								
Sort		Yes	Yes	Yes	Yes	Yes	*4	--	Yes	--	--	--	--									
Group		Yes	Yes	Yes	Yes	Yes	*4	--	Yes	--	--	--										
Staple sort		Yes	Yes	Yes	Yes	*7	*4	--	Yes	--	--											
Magazine sort		Yes	No	Yes	Yes	No	*4	--	No	--												
Magazine sort & Saddle stitch		Yes	No	Yes	Yes	No	*4	--	No													
Hole punch		Yes	Yes	Yes	Yes	Yes	No	No														
Saddle stitch		Yes	No	Yes	Yes	No	*4															
Rotate sort		Yes	Yes	Yes	Yes	Yes																
Mixed original sizes		No	Yes	Yes	Yes																	
SADF		Yes	Yes	Yes																		
Image direction		Yes	Yes																			
Book - Tablet		Yes																				
Edge erase																						
Image shift																						
2IN1/4IN1																						
Book center erase																						
XY zoom																						
Dual page																						
Editing	Mirror																					
	Trim																					
	Mask																					
	Nega/Pos																					
Cover sheet	Top blank																					
	Top copied																					
	Both blank																					
	Top copied back blank																					
Sheet insertion	Blank																					
	Copied																					
Full image																						
Image repeat																						
Job build																						
Store to e-Filing																						

*1 Size selection is required.

*2 Size selection is required for [DOUBLE STAPLE] and [REAR STAPLE].

*3 The data stored into the file are the same as the ones for simplex copying.

*4 The function set later will be valid.

*5 The setting cannot be changed from 2nd job or later.

*6 Bookbinding margin is not available.

*7 Available when the paper width is the same

Image Quality Adjustment Combination Matrix

Combination Matrix 1/2

		Red & Black Range Adjustment	TWIN color SELECTABLE Adjustment	Sharpness	Background Adjustment	One-Touch Adjustment					Saturation	Hue	RGB Adjustment	Color balance
						Marker	Cool	Warm	Vivid	Clear				
Density Manual /Auto		Yes	Yes	Yes	*2	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Color Mode	Auto color	No	No	No	No	No	Yes	Yes	Yes	No	No	No	Yes	Yes
	Full color	No	No	No	No	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes
	Black	No	No	No	Yes	Yes	No	Yes	No	No	No	No	No	No
	Twin Color (2-Color) Copy RED & BLACK	No	No	Yes	Yes	*1	*1	No	No	No	No	No	No	No
	Twin Color (2-Color) Copy TWIN color SELECTABLE	No	Yes	Yes	*1	*1	No	No	No	No	No	No	No	No
	Mono color	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	No	No	No
Original Mode	Text/Photo	No	No	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Text	No	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Photo	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Printed image	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Map	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No
	Image smoothing	No	No	No	No	No	No	No	No	No	Yes	Yes	No	No
Color balance		No	Yes	Yes	No	No	No	No	No	Yes	Yes	No	No	
RGB Adjustment		Yes	Yes	No	No	No	No	No	Yes	Yes	No	No		
Hue		Yes	No	No	No	No	No	Yes	Yes	No	No			
Saturation		No	No	No	No	No	Yes	Yes	No	No				
One-Touch Adjustment	Clear	No	No	No	No	No	No	No	No					
	Vivid	No	No	No	No	No	No	No						
	Warm	No	No	No	No	No	No							
	Cool	No	No	No	No	No								
	Marker	No	No	No	No									
Background Adjustment		Yes	Yes	Yes										
Sharpness		Yes	Yes											
TWIN color SELECTABLE Adjustment		Yes												
Red & Black Range Adjustment														

*1 Only available when color mode is FULL COLOR and original mode is PRINTED IMAGE, or color mode is BLACK and original mode is PHOTO
*2 Only available with manual adjustment
*3 Only available with TWIN COLOR mode
*4 Only available with RED & BLACK mode

Combination Matrix 2/2

		Original Mode						Color Mode					Density
		Image smoothing	Map	Printed image	Photo	Text	Text/Photo	Mono color	Twin Color (2-Color) Copy TWIN color SELECTABLE	Twin Color (2-Color) Copy RED & BLACK	Black	Full color	Auto color	Manual / Auto
Density Manual /Auto		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
Color Mode	Auto color	Yes	Yes	No	No	No	No	No	Yes	Yes	No	No		
	Full color	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	*3	*3			
	Black	No	No	No	No	No	Yes	Yes	*3	*4				
	Twin Color (2-Color) Copy RED & BLACK	No	No	No	No	Yes	Yes	Yes	Yes					
	Twin Color (2-Color) Copy TWIN color SELECTABLE	No	No	Yes	No	Yes	Yes	No						
	Mono color	No	No	Yes	Yes	No	No							
Original Mode	Text/Photo	Yes	Yes	Yes	Yes	Yes								
	Text	Yes	Yes	Yes	Yes									
	Photo	No	No	Yes										
	Printed image	Yes	Yes											
	Map	No												
	Image smoothing													
Color balance														
RGB Adjustment														
Hue														
Saturation														
One-Touch Adjustment	Clear													
	Vivid													
	Warm													
	Cool													
	Marker													
Background Adjustment														
Sharpness														
TWIN color SELECTABLE Adjustment														
Red & Black Range Adjustment														

*1 Only available when color mode is FULL COLOR and original mode is PRINTED IMAGE, or color mode is BLACK and original mode is PHOTO
*2 Only available with manual adjustment
*3 Only available with TWIN COLOR mode
*4 Only available with RED & BLACK mode

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MULTIFUNCTIONAL DIGITAL COLOR SYSTEMS
Operator's Manual for Basic Functions

e-STUDIO2500c/3500c/3510c
with GA-1210

TOSHIBA TEC CORPORATION
2-17-2, HIGASHIGOTANDA, SHINAGAWA-KU, TOKYO, 141-8664, JAPAN

QUALITY SERVICE

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R060820C6700-TTEC 米
2006-12